SOCIETY OF AMERICAN ARCHIVISTS--2ND ANNUAL MEETING--SPRINGFIELD, ILLINOIS--PROGRAM, 1938

June 20, 1938

SOCIETY OF AMERICAN ARCHIVISTS

Tentative Program.

MONDAY, October 24, 1938

Session. 10 A.M. Abraham Lincoln Hotel

Topic: Archival Training
Presiding: Phineas Windsor, University of Illinois Library School
Papers:
Bemis, Chairman. Report of the Committee on Archival Training.
Discussion: Pease; Buck

Subscription Luncheon. 12:30 P.M. Abraham Lincoln Hotel

Chairman: Newsome
Paper:
Binkley. Documentation Institute

Session. 2:30 P.M. Archives Building. (Including Tour)

Chairman: Charles Rush
Topic: Scientific aids
Papers:
Photography. Tate, Raney, Fussler, Haselden.
Fumigating, Cleaning, Repair. Kimberley
Archives buildings, mechanical aids, air conditioning, etc. Clements (U. of Va.)
Paper: O.H.Runyan (Bradner Smith Co., Chicago)

Subscription Dinner. 6 7 P.M. Illini Country Club

Chairman: Newsome
Paper: Mc Murtrie
Mr. Hughes ?

Reception and Smoker. 8:30 P.M. Illini Country Club.

TUESDAY, October 25, 1938

Session. 10 A.M. Abraham Lincoln Hotel

Topic: State Archives
Chairman: Evans
Speakers: Marsh. Recent tendencies in State Archives
Gates: State Archives on the Pacific Coast
Davis: State Archives in the South
Allen: State Archives in Texas

TUESDAY, October 25, 1938

Session. 10 A.M. Abraham Lincoln Hotel

Topic: Archival Journals
Chairman: Pease
Speakers:
Boyd. American Journals
Miss Olga P. Palmer of Andrew C. Albrecht: Continental Journals
Kenney: British Journals

New Salem Trip. 12:30 P.M.

Luncheon (by State Historical Society) 1:30 P.M. Wagon Wheel Restaurant.

Business Meeting and Session. 3 P.M.

Annual Business Meeting.
Session.
Chairman: Angle
Paper: Coleman: Policies for Publication of Archives
Tour of New Salem.

Annual Dinner (Subscription). 7:30 P.M. Abraham Lincoln Hotel.
Toastmaster: Boyd or Hughes?
Presidential Address: Newsome

Session. 9:30 P.M.

Chairman: Boyd
Topic: What are Archives? Robert C. Binkley
Paper: By ?

WEDNESDAY, October 26, 1938.

Session. 10 A.M.

Topic: Status of Archives
Chairman: Leland
Speakers:
Andreason. Report on Historical Records Survey
Buck: Status of Foreign Archives

Joint Subscription Luncheon with Illinois Library Association.
Abraham Lincoln Hotel. 12:30 P.M.
Speakers: Mr. Hughes
Mayor Kapp, etc.

WEDNESDAY, October 26, 1938

Dedication of Archives Building, Building Tour and Tea (on Roof if weather is favorable) 3-6 P.M.
(Local committee to make arrangements)

Further Suggestions.

Omit Andreason or have him speak at meeting on status of archives

Put Buck on Foreigh archives on Tuesday luncheon

Wednesday Morning.
Binkley on the Documentation Institute
---------? on Fugitive Archival Material.
---------? on Business Archives.

This program would be of interest to librarians too and perhaps some would attend.

Programs:

Programs from I.L.A. are financed from advertisements or Exhibitors' rentals. Miss Rogers suggests that the programs for S.A.A., I.L.A., and the dedication be printed in one folder so there would be no cost to the local committee or to the Society for programs.

TENTATIVE PROGRAM.
June 28, 1938

Monday October 24, 1938

10 A.M. Session. Abraham Lincoln Hotel
Archival Training
Chairman, Phineas L. Windsor, Librarian, University of Illinois.

Harvard?

1. Report of the Committee on Archival Training. Samuel Flagg Bemis, Yale University, Chairman.

Discussion:

a. Theodore C. Pease, University of Illinois
b. Solon J. Buck, National Archives

10 A.M. Session. Abraham Lincoln Hotel

Classification and Cataloguing.

Think the unsolved problems are common to all types. Would rather hear a series which would bring out how people solve some of the problems. Will write more on this later

Chairman, Roscoe R. Hill, National Archives

1. Federal Archives. John R. Russell, National Archives

2. State Archives. C.C.Crittenden, North Carolina Historical Commission

3. County Archives. Robert H. Slover, Regional Director, Historical Records Survey

12:30 Noon. Luncheon (Sunscription) Abraham Lincoln Hotel

Presiding, William D. Mc Cain, Director, Mississippi State Department of Archives and History

1. Publication of Archival Material. Christopher B. Coleman, Director, Indiana State Library

2:30 P.M. Session. Archives Building.

Scientific Aids.

Chairman, Charles E. Rush, Librarian, Cleveland Public Library

1. Microphotography. Vernon D. Tate, National Archives (or Raney, Fussler, Haselden)

2. Fumigating, Cleaning and Repairing Archival Material Arthur E. Kimberley, National Archives

3. Mechanical Aids in Archives Buildings - air conditioning, etc.
Harry Clemons, Librarian, University of Virginia.
Discussion, followed by tour of Building and Demonstration of equipment.

7 P.M. Dinner (Subscription). Illini Country Club

Presiding, A.R. Newsome, University of North Carolina

1. Address of Welcome. Edward J. Hughes, Secretary of State of Illinois and State Librarian

2. Motion Pictures and Sound Recordings. John G. Bradley, National Archives.

9:00 P.M. Reception and Smoker. Illini Country Club.

Tuesday, October 24, 1938

10:00 A.M. Session. Abraham Lincoln Hotel.

State Archives

Chairman, Luther H. Evans, National Director, Historical Records Survey.

1. Recent Tendencies in State Archives. John O. Marsh, Ohio State Archivist.

2. State Archives on the Pacific Coast. Charles M. Gates, University of Washington.

3. State Archives in the Lower Mississippi Valley. Edwin A. Davis, Louisiana State Archivist.

4. State Archives of Texas. Winnie Allen, University of Texas.

10:00 A.M. Session. Abraham Lincoln Hotel.

Archival Journals.

Chairman, Theodore C. Pease, University of Illinois.

1. American Journals. Julian P. Boyd, Historical Society of Pennsylvania.

2. English Journals. James F. Kenney, Dominion Archives of Canada.

3. Continental Journals. Mrs. Olga P. Palmer, National Archives, or Andrew C. Albrecht, Historical Records Survey.

12:30 Noon. Trip to Village of New Salem. Leave Springfield by car.

1:30 P.M. Arrive Wagon Wheel Restaurant, New Salem State Park.

1:30 P.M. Luncheon (Given by Illinois State Historical Society) Wagon Wheel Restaurant.

Presiding, Paul M. Angle, Illinois State Historical Library

1. Foreign Archives. Solon J. Buck, National Archives

2. Business Meeting.

Presiding, A.R. Newsome, President of Society of American Archivists.

3:30 P.M. - 5 :00 P.M. Tour of Village of New Salem.

5:00 P.M. to 6:00 P.M. Leave New Salem State Park by car. Arrive Springfield, Illinois.

7:00 P.M. Annual Dinner (Subscription). Abraham Lincoln Hotel.

Presiding, R.D.W.Connor, Director, The National Archives

1. Presidential Address. A.R.Newsome, University of North Carolina.

9:00 P.M. Session. Abraham Lincoln Hotel.

Chairman, Julian P. Boyd, Historical Society of Pennsylvania

1. What are Archives? Robert C. Binkley, Western Reserve University.

Wednesday, October 26, 1938

10:00 A.M. Session. Abraham Lincoln Hotel.

Supplements to Archival Knowledge.

Chairman, Lester J. Cappon, Archivist, University of Virginia

1. Character and Extent of Fugitive Archival Material. Randolph G. Adams, Clements Library, University of Michigan.

2. Relation of Historical Manuscripts to Archival Material St. George L. Souissat, Chief, Division of Manuscripts, Library of Congress.

3. Contributions of the National Imprints Survey to Archival Records and Literature. Douglas C. MacMurtrie Consultant to the National Director, Historical Records Survey.

10:00 A.M. Session. Abraham Lincoln Hotel.

Special Type Archives.

Chairman, Henrietta Forson, Business Historical Society

1. Patriotic Society Archives. Jean Stephenson, Archivist, Daughters of the American Revolution.

2. Agricultural Archives. Everett E. Edwards, Bureau of Agricultural Economics, U.S. Department of Agriculture.

3. Business Archives. William D. Overman, Firestone Tire Company, Akron, Ohio.

12:30 Noon. Joint Luncheon (Subscription) with Illinois Library Association. Abraham Lincoln Hotel.

Chairman, Theodore C. Blegen, Minnesota Historical Society.

Short Speeches by Edward J. Hughes, Secretary of State of Illinois and State Librarian.

Mayor John W. Kapp, Jr.

Presidents of the two Associtions:
Earl W. Browning, Illinois Library Association
A.R.Newsome, Society of American Archivists

Architect if Archives Building, C.Herrick Hammond, State Architect.

2:30 P.M. Session. Abraham Lincoln Hotel.

Local Archives.

Chairman, Wendill H. Stephenson, Louisiana State University.

1. Status of Survey of County Archives. John C.L.Andreassen, Assistant National Director, Historical Records Survey.

2. City and Town Records. Richard B. Morris, College of City of New York.

3:30 P.M.
to
5:00 P.M. Dedication of Archives Building, Tour of Building and Tea on Roof.

Suggested Program

for the

Annual Meeting

of

Society of American

Archivists

Springfield, Illinois

October 24 - 26, 1938

Monday

10:00 A. M. Session - Abraham-Lincoln Hotel

Archival Training

Round Table Discussion

Chairman - Phèneas L. Windsor, Librarian,
University of Illinois

Leaders:

1. Leslie E. Bliss, Henry E. Huntington Library and Art Gallery
2. Theodore C. Pease, University of Illinois
3. D. L. Corbitt, North Carolina Historical Commission

10:00 A. M. Session - Abraham-Lincoln Hotel

Classification and Cataloging

Round Table Discussion

Chairman - Margaret Norton, Illinois State Library

Leaders:

1. Roscoe R. Hill, The National Archives
2. C. C. Crittenden, North Carolina Historical Commission
3. Robert H. Glover, Historical Records Survey

12:30 Noon Luncheon (Subscription) - Abraham-Lincoln Hotel

Presiding, Waldo G. Leland, The Council of Learned Societies

1. French Canadian Archives - Gustave Lanctot, Archivist of the Dominion of Canada
2. European Archives - Solon J. Buck, The National Archives

3:00 P. M. Session - Archives Building

Scientific Aids

Chairman, Charles E. Rush, Librarian, Cleveland Public Library

1. Micro-Photographic Equipment - M. Llewellyn Raney, University of Chicago Libraries
2. Special Uses of Photography with Relation to Manuscript and Archival Materials, Capt. R. B. Haselden, Henry E. Huntington Library and Art Gallery
3. Fumigating, Cleaning and Repairing Archival Material - Arthur E. Kimberley, The National Archives

Discussion to be followed by Tour of the Building and Demonstration of Equipment.

5:00 - 6:30 P. M. Free Period

7:00 P. M. Dinner (Subscription) - Illini Country Club

Presiding, A. R. Newsome, University of North Carolina

1. Address of Welcome - Edward J. Hughes, Secretary of State of Illinois and State Librarian
2. Possibilities of the Film Library with Relation to State Archives - John E. Abbott, Museum of Fine Arts, New York City

9:00 P. M. Reception and Smoker - Illini Country Club

Tuesday, October 25, 1938

10:00 A. M. Session - Abraham-Lincoln Hotel

State Archives

Chairman, Luther H. Evans, The Historical Records Survey

1. Recent Tendencies in State Archives - John O. Marsh, Ohio State Archivist
2. State Archives on the Pacific Coast - Charles M. Gates, University of Washington
3. State Archives in the Lower Mississippi Valley, Edwin A. Davis, Louisiana State Archivist
4. State Archives of Texas - Winnie Allen University of Texas

10:00 A. M. Session - Abraham-Lincoln Hotel

Archival Journals

Chairman, Theodore C. Pease, University of Illinois

1. American Journals - Julian P. Boyd, Historical Society of Pennsylvania
2. English Journals - James F. Kenney, Public Archives of Canada
3. Continental Journals - Mrs. Olga P. Palmer The National Archives

Trip to Village of New Salem

12:30 Noon Leave Springfield by car.

1:30 P. M. Arrive New Salem State Park

1:30 P. M. Luncheon (Given by Illinois Historical Society)

Wagon Wheel Restaurant

Presiding, Paul Angle, Illinois State Historical Society.

1. The New Salem State Park - Harry E. Pratt, Abraham Lincoln Association
2. Business Meeting

   Presiding, A. R. Newsome, University of North Carolina, President of Society of American Archivists

3:30 to 5:00 P. M. Tour of Village of New Salem

5:00 P. M. Leave New Salem State Park by car

6:00 P. M. Arrive Springfield, Illinois

7:00 P. M. Annual Dinner (Subscription) - Abraham-Lincoln Hotel

Presiding, R. D. W. Connor, Archivist of the United States

1. Presidential Address - A. R. Newsome, University of North Carolina

9:00 P. M. Session - Abraham-Lincoln Hotel

Chairman, Julian P. Boyd, Historical Society of Pennsylvania

1. What are Archives? - Robert C. Binkley, Western Reserve University

Wednesday, October 26, 1938

10:00 A. M. Session - Abraham-Lincoln Hotel

Supplements to Archival Knowledge

Chairman, Lester J. Cappon, University of Virginia

1. Character and Extent of Fugitive Archival Material - Randolph G. Adams, Clements Library, University of Michigan
2. Relation of Historical Manuscripts to Archival Material - St. George L. Sioussat, Chief of Division of Manuscripts, Library of Congress
3. Contributions of the National Imprints Survey to Archival Records and Literature - Douglas C. McMurtrie, Consultant to the National Director, Historical Records Survey

10:00 A. M. Session - Abraham-Lincoln Hotel

Special Type Archives

Chairman, Ralph M. Hower, Business Historical Society

1. Patriotic Society Archives - Jean Stephenson, Archivist of the Daughters of the American Revolution
2. Agricultural Archives - Everett E. Edwards, Bureau of Agricultural Economics, United States Department of Agriculture
3. Business Archives - William D. Overman, Firestone Tire Company, Akron, Ohio

12:30 Noon — Luncheon (Subscription) - Abraham-Lincoln Hotel

Chairman, Christopher B. Coleman, Indiana State Library

Short speeches by Edward J. Hughes, Secretary of State of Illinois; the Mayor of Springfield, Illinois; the new President of the Society of American Archivists; and the Architect of the Archives Building

2:30 P. M. — Session - Abraham-Lincoln Hotel

Local Archives

Chairman, William D. McCain, Mississippi Department of Archives and History

1. Status of Survey of County Archives, John C. L. Andreassen, Historical Records Survey
2. City and Town Archives - Richard B. Morris, College of the City of New York

4:00 to 5:30 P. M. — Dedication of Archives Building.

Tour of the Building.

Suggested Program

For

Meeting of

Society of American

Archivists

Springfield, Illinois

October 24-26, 1938

Monday, October 24, 1938

10:00 A. M. Session - Abraham Lincoln Hotel.

Archival Training

Chairman, Phineas L. Windsor, Librarian, University of Illinois.

1. Report of the Committee on Archival Training - Samuel Flagg Bemis - Yale University - Chairman. ~~Discussion~~ Discussion:
   a. Theodore C. Pease, University of Illinois
   b. Solon J. Buck, National Archives.

10:00 A. M. Session - Abraham Lincoln Hotel

Classification and Cataloguing

Chairman, Roscoe R. Hill, National Archives.

1. Federal Archives - John R. Russell, National Archives
2. State Archives - C. C. Crittenden, North Carolina Historical Commission.
3. County Archives - Robert H. Slover, Regional Director Historical Records Survey.

12:30 Noon Luncheon (Subscription)- Abraham Lincoln Hotel.

Presiding, William D. McCain, Director, Mississippi State Department of Archives and History.

1. Publication of Archival Material - Christopher B. Coleman, Librarian Indiana State Library.

2:30 P. M. Session Archives Building.

Scientific Aids.

Chairman, Charles E. Rush, Librarian Public Library, Cleveland, Ohio

or Raney, Fossler or Haseldon.

1. Micro-Photography - Vernon D. Tate, National Archives.
2. Fumigating, Cleaning and Repairing Archival Material - Arthur E. Kimberley, National Archives.
3. Mechanical Aids in Archives Buildings - Air Conditioning, etc.-

   Harry Clemons, Librarian, University of Virginia.

Discussion to be followed by Tour of the Building and Demonstration of Equipment.

7:00 P.M. Dinner (Subscription)-Illinois Country Club.

Presiding, A. R. Newsome, University of North Carolina.

1. Address of Welcome - Edward J. Hughes, Secretary of State of Illinois and State Librarian.
2. Motion Pictures and Sound Recordings - John G. Bradley-National Archives.

9:00 P.M. Reception and Smoker - Illinois Country Club.

Tuesday, October 24, 1938.

10:00 A.M. Session Abraham Lincoln Hotel.

State Archives

Chairman, Luther H. Evans, National Director, Historical Records Survey.

1. Recent Tendencies in State Archives - John O. Marsh, Ohio State Archivist.
2. State Archives on the Pacific Coast - Charles M. Gates, University of Washington.
3. State Archives in the ~~Town~~ Lower Mississippi Valley - Edwin A. Davis, Louisiana State Archivist.

4. State Archives of Texas - Winnie Allen - University of Texas.

10:00 A.M. Session Abraham Lincoln Hotel

Archival Journals.

Chairman, Theodore C. Pease, University of Illinois

1. American Journals - Julian P. Boyd, Historical Society of Pennsylvania
2. English Journals - James F. Kenney, Public Archives of Canada.
3. Continental Journals - Mrs. Olga P. Palmer, National Archives or Andrew C. Albrecht, Historical Records Survey.

Trip To Village Of New Salem.

12:30 Noon Leave Springfield by car.

1:30 P. M. Arrive Wagon Wheel Restaurant, New Salem State Park.

1:30 P. M. Luncheon (Given by Illinois State Historical Society)-Wagon Wheel Restaurant

Presiding Paul Angle, Illinois State Historical Society.

1. Foreign Archives - Solon J. Buck, National Archives
2. Business Meeting -

Presiding, A. R. Newsome, President of Society of American Archivists.

3:30 P. M.
to
5:00 P. M. Tour of Village of New Salem.

5:00 P. M. Leave New Salem State Park by car.
to
6:00 P. M. Arrive Springfield, Illinois.

7:00 P. M. Annual Dinner - (Subscription)-Abraham-Lincoln Hotel. Presiding, R. D. W. Connor, Director of the National Archives.

1. Presidential Address - A. R. Newsome, University of North Carolina.

9:00 P. M. Session-Abraham Lincoln Hotel.

Chairman, Julian P, Boyd, Historical Society of Pennsylvania

1. What are Archives,- Robert C. Binkley, Western Reserve University.

Wednesday, October 26, 1938.

10:00 A. M. Session-Abraham Lincoln Hotel - ~~Supplements to Archival Knowledge~~ Supplements To Archival Knowledge - Chairman, Lester J.Cappon, Archivist University of Virginia.

1. Character and Extent of Fugitive Archival Material - Randolph G. Adams, Clements Library, University of Michigan.
2. Relation of Historical Manuscripts to Archival Material - St. George L. Souissat, Chief of Division of Manuscripts, Library of Congress.

3. Contributions of the National Imprints Survey to Archival Records and Literature Douglas C. McMurtrie. Consultant to the National Director Historical Records Survey..

10:00 A. M. Session Abraham Lincoln Hotel

~~Non Governmental~~ Special Type Archives

Chairman, Henrietta Forson, Business Historical Society

1. Patriotic Society Archives - Jean Stephenson, Archivist of the Daughters of the American Revolution.
2. ~~Church Archives - William W. Sweet, University of Chicago.~~ Agricultural Archives - Everett E. Edwards, Bureau of Agricultural Economics, United States Department of Agriculture.
3. Business Archives - William D. Overmon, Firestone Tire Company, Akron, Ohio.

12:30 Noon Joint Luncheon (Subscription) with Illinois Library Association - Abraham Lincoln Hotel - ~~Chairman Theodore C. Blegen, Minnesota Historical Society.~~ Chairman, Theodore C. Blegen, Minnesota Historical Society.

Short speeches by Edward J. Hughes, Secretary of State of Illinois,

Mayor of Springfield, Illinois,

Presidents of the two Organizations,

and Architect of the Archives Building. C. Herrick Hammond

2:30 P. M. Session Abraham Lincoln Hotel

Local Archives

Chairman, Wendill H. Stephenson, Louisiana State University.

1. Status of Survey of County Archives

   John C. L. Andreassen, Assistant National Director

   Historical Records Survey.

2. ~~Agricultural Archives - Everett E. Edwards - Bureau of Agricultural Economics - United States Department of Agriculture.~~ City and Town Records - Richard B. Morris, College of City of New York.

3:30 P. M.

to

5:00 P. M. Dedication of Archives Building, Tour of Building and Tea on Roof.

SOCIETY OF AMERICAN ARCHIVISTS

TENTATIVE PROGRAM AS OF July 19

Monday

10:00 A.M. Session -- Abraham Lincoln Hotel

Archival Training

Round Table Discussion

Chairman-- Phineas L. Windsor, Librarian, University of Illinois.

Leaders:

1. Leslie E. Bliss, Henry E. Huntington Library and Art Gallery
2. Theodore C. Pease, University of Illinois
3. D.L.Corbitt, North Carolina Historical Commission

10:00 A.M. Session. Abraham Lincoln Hotel

(Time to be changed to avoid conflict for Norton)

Classification and Cataloging

Round Table Discussion

Chairman -- Margaret C. Norton, Illinois State Library

Leaders:

1. Roscoe R. Hill, The National Archives
2. C.C.Crittenden, North Carolina Historical Commission
3. Robert H. Slover, Historical Records Survey

12:30 Noon. Luncheon (Subscription) -- Abrahama Lincoln Hotel

Presiding, Waldo G. Leland, The Council of Learned Societies

1. French Canadian Archives, Gustave Lanctot, Archivist of the Dominion of Canada
2. European Archives , Solon J. Buck, The National Archives

3:00 P.M. Session -- Archives Building

Scientific Aids

Chairman, Charles E. Rush, Librarian, Cleveland Public Library

1. Micro-Photographic Equipment -- M.Llewellyn Raney, University of Chicago Libraries

2. Special Uses of Photography with Relation to Manuscript and Archival Materials -- Capt. R.B. Haselden, Henry E. Huntington Library and Art Gallery

3. Fumigating, Cleaning and Repairing Archival Material -- Arthur E. Kimberly, The National Archives

Discussion to be followed by Tour of the Building and Demonstration of Equipment.

5:00-6:30 P.M. Free Period

7:00 P.M. Dinner (Subscription) -- Illini Country Club

Presiding, A.R.Newsome, University of North Carolina (President)

1. Address of Welcome -- Edward J. Hughes, Secretary of State and State Librarian

2. Possibilities of the Film Library with Relation to State Archives -- John E. Abbott, Museum of Fine Arts, New York City

9:00 P.M. Reception and Smoker -- Illini Country Club

Tuesday, October 25, 1938

10:00 A.M. Session. Abraham Lincoln Hotel

State Archives

Chairman- Luther H. Evans, The Historical Records Survey

1. American Journals -- Julian P. Boyd, Historical Society of Pennsylvania

2. English Journals -- James F. Kenney, Public Archives of Canada

3. Continental Journals -- Mrs. Olga P. Palmer, The National Archives

Trip to Village of New Salem

12:30 Noon Leave Springfield by car.

1:30 P.M. Arrive New Salem State Park -- [illegible]

1:30 P.M. Luncheon (Given by Illinois Historical Society)

Wagon Wheel Restaurant

Presiding, Paul M. Angle, Illinois State Historical Library

1. The New Salem State Park -- Harry E. Pratt, Abraham Lincoln Association

2. Business Meeting

Presiding, A.R.Newsome, University of North Carolina, President of Society of American Archivists

3:30 to 5:00 P.M. Tour of village of New Salem

5:00 P.M. Leave New Salem State Park by car

6:00 P.M. Arrive Springfield, Illinois

7:00 P.M. Annual Dinner (Subscription) -- Abraham Lincoln Hotel

Presiding, R.D.W. Connor, Archivist of the United States

1. Presidential Address -- A?R.Newsome, University of North Carolina

9:00 P.M. Session --Abraham Lincoln Hotel

Chairman, Julian P. Boyd, Historical Society of Pennsylvania

1. What Are Archives? -- Robert C. Binkley, Western Reserve University

Wednesday, October 26, 1938

10:00 A.M. Session -- Abraham Lincoln Hotel

Supplements to Archival Knowledge

Chairman, Lester J. Cappon, University of Virginia

1. Character and Extent of Fugitive Archival Material-- Randolph G. Adams, Clements Library, University of Michigan

2. Relation of Historical Manuscripts to Archival Material --St. George L. Sioussat, Chief of Division of Manuscripts, Library of Congress

Declined

3. Contributions of the National Imprints Survey to Archival Records and Literature-- Douglas C. Mc Murtrie, Consultant to the National Director, Historical Records Survey

10:00 A.M. Session -- Abraham Lincoln Hotel

Special Type Archives

Chairman, Ralph M. Hower, Business Historical Society

1. Patriotic Historical Society Archives -- Jean Stephenson, Archivist of the Daughters of the American Revolution

2. Agricultural Archives --Everett E. Edwards, Bureau of Agricultural Economics, United State Department of Agriculture

3. Business Archives -- William D. Overman, Firestone Tire Company, Akron, Ohio

12:00 Noon Luncheon (Subscription) -- Abraham Lincoln Hotel

Chairman, Christopher B. Coleman, Indiana State Library

Short Speeches by Edward J. Hughes, Secretary of State of Illinois; the mayor of Springfield, Illinois; the new president of the Society of American Archivists; and the Architect of the Archives Building.

2:30 P.M. Session -- Abraham Lincoln Hotel

Local Archives

Chairman, William D. Mc Cain, Mississippi Department of Archives and History

1. Status of Survey of County Archives-- John C.L. Andreassen, Historical Records Survey

2. City and Town Archives --Richard B. Morris, College of the City of New York

4:00 to 5:30 P.M. Dedication of Archives Building

Tour of the Building

PROGRAM FOR THE SECOND ANNUAL MEETING

OF

THE SOCIETY OF AMERICAN ARCHIVISTS

SPRINGFIELD, ILLINOIS

OCTOBER 24 - 26, 1938.

Monday, October 24

10:00 A.M. **Session - Abraham Lincoln Hotel**

ARCHIVAL TRAINING

Round Table Discussion

Chairman: Phineas L. Windsor, Librarian, University of Illinois

Leaders:

1. James A. Robertson, Hall of Records, State of Maryland
2. Samuel F. Bemis, Yale University
3. C. C. Crittenden, The North Carolina Historical Commission

10:00 A.M. Session - Abraham Lincoln Hotel

ARCHIVAL JOURNALS

Chairman: Theodore C. Pease, Editor, The American Archivist, University of Illinois

1. American Journals
   Edna L. Jacobsen, New York State Library
2. Continental Journals
   Olga P. Palmer, The National Archives

12:30 Noon Luncheon (Subscription) - Abraham Lincoln Hotel

Presiding: Gilbert J. Garraghan, S. J., Research Professor of History, Loyola University, Chicago, Illinois

European Archives
Solon J. Buck, Director of Publications, The National Archives

3:00 P.M. Session - Archives Building

SCIENTIFIC AIDS

Chairman: George A. Schwegmann, Jr., Director of the Union Catalog, Librar of Congress

1. **Microphotographic Equipment**
   M. Llewellyn Raney, University of Chicago Libraries
2. **Fumigating, Cleaning and Repairing Archival Material.**
   Arthur E. Kimberly, The National Archives

Monday, October 24 (Continued)

Discussion to be followed by Tour of the Building and Demonstration of Equipment

5:00-6:30 P.M. FREE PERIOD

8:00 Dinner (Subscription) - Illini Country Club

Presiding: A. R. Newsome, President of the Society of American Archivists

1. Address of Welcome
   Edward J. Hughes, Secretary of the State of Illinois and State Librarian

2. Possibilities of the Film Library with relation to State Archives
   John E. Abbott, Director of the Film Library The Museum of Modern Arts, New York City

3. The Problem of a Feasible Plan for Preserving Local Archives and Historical Manuscripts
   A. F. Kuhlman, Director of Joint University Libraries, Vanderbilt University

9:00 P.M. Reception and Smoker

Tuesday, October 25

10:00 A.M. Session - Abraham Lincoln Hotel

STATE ARCHIVES

Chairman: Luther H. Evans, National Director, Historical Records Survey

1. State Archives on the Pacific Coast
   Charles M. Gates, University of Washington

2. State Archives in the Lower Mississippi Valley
   Edwin A. Davis, Archivist, Louisiana State University

3. The State Archives of Texas
   Harriet Smither, Archivist, Texas State Library

Tuesday, October 25 (Continued)

10:00 A.M. Session - Abraham Lincoln Hotel

CLASSIFICATION AND CATALOGING

Chairman: Margaret C. Norton, Superintendent of the Archives Division, Illinois State Library

Leaders:

1. Roscoe R. Hill, The National Archives
2. D. L. Corbitt, The North Carolina Historical Commission
3. Robert H. Slover, Historical Records Survey

TRIP TO VILLAGE OF NEW SALEM

12:30 Noon Leave Springfield by Car

1:30 P.M. Arrive New Salem State Park

1:40 P.M. Luncheon (Tendered by the Illinois State Historical Society) - Wagon Wheel Restaurant, New Salem State Park

Presiding: Paul M. Angle, Secretary, Illinois State Historical Society

New Salem State Park
Harry E. Pratt, Executive Secretary, The Abraham Lincoln Association

3:30-5:00 P.M. Tour of Village New Salem

5:00 P.M. Leave New Salem State Park by Car

6:00P.M. Arrive Springfield

Tuesday, October 25 (Conrinued)

7:00 P.M. Annual Dinner (Subscription) - Abraham Lincoln Hotel

Presiding R. D. W. Connor, Archivist of the United States, The National Archives

Presidential Address
A. R. Newsome, University of North Carolina

9:00 P.M. Session - Abraham Lincoln Hotel

BUSINESS MEETING

Presiding A. R. Newsome, President of the Society of American Archivists

Wednesday, October 26

10:00 A.M. Session - Abraham Lincoln Hotel

SUPPLEMENTS TO ARCHIVAL KNOWLEDGE

Chairman: Lester J. Cappon, Archivist, Library of the University of Virginia

1. The Character and Extent of Fugitive Archival Materia
Randolph G. Adams, William L. Clements Library University of Michigan

2. Relation of Historical Manuscripts to Archival Material
Curtis W. Garrison, The Hayes Memorial Library, Fremont, Ohio

3. Printed Materials in Manuscript Archives
Douglas C. McMurtrie, American Imprints Inventory, Historical Records Survey

10:00 A.M. Session - Abraham Lincoln Hotel

SPECIAL TYPE ARCHIVES

Chairman: Russell H. Anderson, Curator, Department of Agriculture, Textiles and Industry, Museum of Science and Industry

Wednesday, October 26 (Continued)

1. Church Archives
   William W. Sweet, The University of Chicago

2. Some Problems in the Preservation of Business Archives
   William D. Overman, Ohio State Archaeological and Historical Society

3. Agricultural Archives
   Everett E. Edwards, Bureau of Agricultural Economics, United States Department of Agriculture

12:30 Noon — Luncheon (Subscription) - Abraham Lincoln Hotel

Presiding: Christopher B. Coleman, Director, Indiana State Library

Short Speeches by
Edward J. Hughes, Secretary of the State of Illinois
John W. Kapp, Jr., Mayor of Springfield, Illinois
The New President of the Society of American Archivists
C. Herrick Hammond, Architect of the Archives Building

2:30 P.M. — Session - Abraham Lincoln Hotel

LOCAL ARCHIVES

Chairman: William D. McCain, Director, Department of Archives and History, State Of Mississippi

The National Survey of County Archives
John C. L. Andreassen, Historical Records Survey

3:30-5:00 P.M. — Dedication of the Archives Building

Tour of the Building

SOCIETY

OF

AMERICAN ARCHIVISTS

SECOND ANNUAL MEETING

SPRINGFIELD, ILLINOIS

Monday, Tuesday and Wednesday

October 24, 25 and 26, 1938

SOCIETY OF AMERICAN ARCHIVISTS

OFFICERS 1938

ALBERT R. NEWSOME, President

LUTHER H. EVANS, Vice President

PHILIP C. BROOKS, Secretary

JULIAN P. BOYD, Treasurer

COUNCIL MEMBERS

RUTH BLAIR

SOLON J. BUCK

MARGARET C. NORTON

VICTOR H. PALTSITS

LAWRENCE C. WROTH

COMMITTEE ON PROGRAM

HERBERT A. KELLAR, Chairman

PHILIP C. BROOKS, ex officio

DOUGLAS C. MC MURTRIE

HELENE H. ROGERS

MARGARET C. NORTON

COMMITTEE ON LOCAL ARRANGEMENTS

HON. EDWARD J. HUGHES, Chairman

MRS. JAMES ABEL

PAUL M. ANGLE

B.G.ARKEBAUER

HON. EDWARD J. BARRETT

HON. ADAM F. BLOCH

HOWARD R. COLGAN

VINCENT Y. DALLMAN

HON. LOUIS L. EMMERSON

HON. PAUL FARTHING

HON. WALTER T. GUNN

LOGAN HAY

DOUGLAS C. MC MURTRIE

HON. JOHN C. MARTIN

WILLIAM MCCLOSKEY

HON. WARREN H. ORR

THEODORE C. PEASE

MRS. NED A.PETERSON

HARRY E. PRATT

M. LLEWELYN RANEY

HON. ELWYN R. SHAW

J. EMIL SMITH

HON. JOHN STELLE

ALLEN STEPHENS

HON. HENRY HORNER

JAMES A. JAMES

HON. NORMAN L. JONES

HON. JOHN W. KAPP

HERBERT A. KELLAR

HON. OTTO KERNER

HON. CLYDE E. STONE

BENJAMIN THOMAS

MRS. J. RALPH TOBIN

HON. JOHN A. WIELAND

HON. FRANCIS S. WILSON

SOCIETY OF AMERICAN ARCHIVISTS

GENERAL INFORMATION

The Second Annual Meeting of the Society of American Archivists will be held in Springfield, Illinois, on October 24, 25 and 26, 1938, upon the invitation of the Honorable Edward J. Hughes, Secretary of State of Illinois and State Librarian.

Headquarters will be the Abraham Lincoln Hotel. The Bureau of Registration will be located in the Main Lobby. All members and visitors are requested to register immediately upon arrival. A registration fee of one dollar will be charged. Tickets for luncheons, dinners and the trip to New Salem should be obtained at the time of registration. Luncheons will be $.85, dinners $1.50 and the trip to New Salem $1.00 without the sight-seeing trip to the Lincoln Home and Tomb, Lake Springfield, etc., which will be $.25 extra.

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Members wishing to visit the Archives Building are requested to wear their badges. It is suggested that such visits can most profitably be made between 8:30 and 9:45 A.M. at which time the professional staff will be available to answer questions.

PROGRAM

MONDAY, OCTOBER 24, 10:00 A.M.

PALM ROOM, ABRAHAM LINCOLN HOTEL

ARCHIVAL TRAINING

Round Table Discussion

Chairman: PHINEAS L. WINDSOR, Librarian, University of Illinois

Leaders:

JAMES A. ROBERTSON, Hall of Records, State of Maryland

SAMUEL F. BEMIS, Yale University

C.C.CRITTENDEN, The North Carolina Historical Commission

MONDAY, OCTOBER 24, 10:00 A.M.

PARLOR K, ABRAHAM LINCOLN HOTEL

ARCHIVAL JOURNALS

Chairman: THEODORE C. PEASE, Editor, The American Archivist, University of Illinois

American Journals
EDNA L. JACOBSEN, New York State Library

Continental Journals

OLGA P. PALMER, The National Archives

MONDAY, OCTOBER 24, 12:30 P.M.

BALL ROOM, ABRAHAM LINCOLN HOTEL

LUNCHEON CONFERENCE

Presiding: GILBERT J. GARRIGHAN, S.J., Research Professor of History, Loyola University, Chicago, Illinois

European Archives

SOLON J. BUCK, Director of Publications, The National Archives

MONDAY, OCTOBER 24, 3: P.M.

THIRD FLOOR, ARCHIVES BUILDING

SCIENTIFIC AIDS

Chairman: GEORGE A. SCHWEGMANN, JR., Director of the Union Catalog, Library of Congress

Microphotographic Equipment

M.LLEWELLYN RANEY, Director of University of Chicago Libraries

Fumigating, Cleaning and Repairing Archival Material
ARTHUR E. KIMBERLY, The National Archives

Discussion, to be followed by Tour of the Archives Building and Demonstration of Equipment

MONDAY, OCTOBER 24, 7:00 P.M.

ILLINI COUNTRY CLUB

DINNER SESSION

Presiding: A.R. NEWSOME, President of the Society of American Archivists

Address of Welcome
EDWARD J. HUGHES, Secretary of the State of Illinois and State Librarian

Possibilities of the Film Library with Relation to State Archives
JOHN E. ABBOTT, Director of the Film Library, The Museum of Modern Art, New York City

The Problem of a Feasible Plan for Preserving Local Archives and Historical Manuscripts
A.F. KUHLMAN, Director of Joint University Libraries, Vanderbilt University

Reception and Smoker, given by the HON. EDWARD J. HUGHES

TUESDAY, OCTOBER 25, 10:00 A.M.

PARLOR K, ABRAHAM LINCOLN HOTEL

STATE ARCHIVES

Chairman: LUTHER H. EVANS, National Director, Historical Records Survey

State Archives on the Pacific Coast
CHARLES M. GATES, University of Washington

State Archives in the Lower Mississippi Valley
EDWIN A. DAVIS, Archivist, Louisiana State University

The State Archives of Texas
HARRIET SMITHER, Archivist, Texas State Library

TUESDAY, OCTOBER 25, 10:00 A.M.

PALM ROOM, ABRAHAM LINCOLN HOTEL

CLASSIFICATION AND CATALOGING

Round Table Discussion

Chairman: MARGARET C. NORTON, Superintendent of the Archives Division, Illinois State Library

Leaders:

ROSCOE R. HILL, The National Archives

D.L. CORBITT, The North Carolina Historical Commission

ROBERT H. SLOVER, Regional Director, Historical Records Survey

TUESDAY, OCTOBER 25, 12:30 P.M.

TRIP TO VILLAGE OF NEW SALEM

12:30 P.M. Leave Abraham Lincoln Hotel by Bus
1:30 P.M. Arrive New Salem State Park
1:40 P.M. Luncheon (tendered by the Illinois State Historical Society). WAGON WHEEL RESTAURANT, NEW SALEM STATE PARK

Presiding: PAUL M. ANGLE, Secretary, Illinois State Historical Society

New Salem State Park
HARRY E. PRATT, Executive Secretary, The Abraham Lincoln Association

3:30-5:00 P.M. Tour of Village of New Salem

5:00 P.M. Leave New Salem State Park by Bus

6:00 P.M. Arrive Springfield

TUESDAY, OCTOBER 25, 7:00 P.M.

BALL ROOM, ABRAHAM LINCOLN HOTEL

ANNUAL DINNER

Presiding: ROBERT D.W. CONNOR, Archivist of the United States, The National Archives

Presidential Address: Uniform State Archival Legislation
A.R. NEWSOME, University of North Carolina

TUESDAY, OCTOBER 25, 9:00 A.M.

BALL ROOM, ABRAHAM LINCOLN HOTEL

ANNUAL BUSINESS MEETING

Presiding: A.R.NEWSOME, President of the Society of American Archivists

WEDNESDAY, OCTOBER 26, 10:00 A.M.

PALM ROOM, ABRAHAM LINCOLN HOTEL

SUPPLEMENTS TO ARCHIVAL KNOWLEDGE

Chairman: LESTER J. CAPPON, Archivist, Library of the University of Virginia

The Character and Extent of Fugitive Archival Material
RANDOPLH G. ADAMS, William L. Clemtns Library, Unive r-sity of Michigan

Relation of Historical Manuscripts to Archival Material
CURTIS W. GARRISON, The Hayes Memorial Library, Fremont, Ohio

Printed Materials in Manuscript Archives

DOUGLAS C. MC MURTRIE, American Imprints Survey

WEDNESDAY, OCTOBER 26, 10:00 A.M.

PARLOR K, ABRAHAM LINCOLN HOTEL

SPECIAL TYPE ARCHIVES

Chairman: RUSSELL H. ANDERSON, Curator, Department of Agriculture, Textiles and Industry, Museum of Science and Industry

Church Archives
WILLIAM W. SWEET, The University of Chicago

Some Problems in the Preservation of Business Archives
WILLIAM D. OVERMAN, Ohio State Archaeological and Historical Society

Agricultural Archives
EVERETT E. EDWARDS, Bureau of Agricultural Economics, United States Department of Agriculture

~~WEDNESDAY, OCTOBER 26, 12:30 P.M.~~

~~LINCOLN ROOM, ABRAHAM LINCOLN HOTEL~~

~~Presiding: CHRISTOPHER B. COLEMAN, Director, Indiana State Library~~

WEDNESDAY, OCTOBER 26, 12:30 P.M.

LINCOLN ROOM, ABRAHAM LINCOLN HOTEL

LUNCHEON

Presiding: CHRISTOPHER B. COLEMAN, Director, Indiana State Library

Short Speeches by

EDWARD J. HUGHES, Secretary of the State of Illinois

JOHN W. KAPP, Mayor of Springfield, Illinois

The New President of the Society of American Archivists

C. HERRICK HAMMOND, Architect of the Archives Building

WEDNESDAY, OCTOBER 26, 2:30 P.M.

LINCOLN ROOM, ABRAHAM LINCOLN HOTEL

LOCAL ARCHIVES

Chairman: WILLIAM D. MC CAIN, Director, Department of Archives and History, State of Mississippi

The National Survey of County Archives

JOHN C.L.ANDREASSEN, Historical Records Survey

WEDNESDAY, OCTOBER 26, 3:30 P.M.

ARCHIVES BUILDING

Dedication of the Archives Building

Tour of the Building

Reception and Tea Given by MRS. EDWARD J. HUGHES

TENTATIVE

PROGRAM FOR THE SECOND ANNUAL MEETING

OF

THE SOCIETY OF AMERICAN ARCHIVISTS

SPRINGFIELD, ILLINOIS

OCTOBER 24 - 26, 1938

HEADQUARTERS

Abraham Lincoln Hotel

Monday, October 24

10:00 A.M. Session - Abraham Lincoln Hotel - Palm Room

ARCHIVAL TRAINING

Round Table Discussion

Chairman: Phineas L. Windsor, Librarian, University of Illinois

Leaders:

1. James A. Robertson, Hall of Records, State of Maryland

2. Samuel F. Bemis, Yale University

3. C. C. Crittenden, The North Carolina Historical Commission

10:00 A.M. Session - Abraham Lincoln Hotel - Room - Parlor K

ARCHIVAL JOURNALS

Chairman: Theodore C. Pease, Editor, The American Archivist, University of Illinois

1. American Journals
   Edna L. Jacobsen, New York State Library

2. Continental Journals
   Olga P. Palmer, The National Archives

12:30 Noon Luncheon (Subscription) - Abraham Lincoln Hotel - Ball Room

Presiding: Gilbert J. Garrighan, S. J., Research Professor of History, Loyola University, Chicago, Illinois

European Archives
Solon J. Buck, Director of Publications, The National Archives

3:00 P.M. Session - Archives Building 3rd

SCIENTIFIC AIDS

Chairman: George A. Schwegmann, Jr., Director of the Union Catalog, Library of Congress

1. Microphotographic Equipment
   M. Llewellyn Raney, University of Chicago Libraries

2. Fumigating, Cleaning and Repairing Archival Material
   Arthur E. Kimberly, The National Archives

Monday, October 24 (Continued)

Discussion to be followed by Tour of the Building and Demonstration of Equipment

5:00-6:30 P.M. FREE PERIOD

7:00 P.M. Dinner (Subscription) - Illini Country Club

Presiding: A. R. Newsome, President of the Society of American Archivists

1. Address of Welcome
   Edward J. Hughes, Secretary of the State of Illinois and State Librarian

2. Possibilities of the Film Library with Relation to State Archives
   John E. Abbott, Director of the Film Library, The Museum of Modern Art, New York City

3. The Problem of a Feasible Plan for Preserving Local Archives and Historical Manuscripts
   A. F. Kuhlman, Director of Joint University Libraries, Vanderbilt University

9:00 P.M. Reception and Smoker

Tuesday, October 25

10:00 A.M. Session -

STATE ARCHIVES - 2nd Lobby

Chairman: Luther H. Evans, National Director, Historical Records Survey

1. State Archives on the Pacific Coast
   Charles M. Gates, University of Washington

2. State Archives in the Lower Mississippi Valley
   Edwin A. Davis, Archivist, Louisiana State University

3. The State Archives of Texas
   Harriet Smither, Archivist, Texas State Library

Tuesday, October 25 (Continued)

10:00 A.M. Session -

CLASSIFICATION AND CATALOGING - 3rd

Chairman: Margaret C. Norton, Superintendent of the Archives Division, Illinois State Library

Leaders:

1. Roscoe R. Hill, The National Archives
2. D. L. Corbitt, The North Carolina Historical Commission
3. Robert H. Slover, Historical Records Survey

TRIP TO VILLAGE OF NEW SALEM

12:30 Noon Leave Archives Building by Bus

1:30 P.M. Arrive New Salem State Park

1:40 P.M. Luncheon (Tendered by the Illinois State Historical Society) - Wagon Wheel Restaurant, New Salem State Park

Presiding: Paul M. Angle, Secretary, Illinois State Historical Society

New Salem State Park
Harry E. Pratt, Executive Secretary, The Abraham Lincoln Association

3:30-5:00 P.M. Tour of Village of New Salem

5:00 P.M. Leave New Salem State Park by Car

6:00 P.M. Arrive Springfield

Tuesday, October 25 (Continued)

7:00 P.M. Annual Dinner (Subscription) - Abraham Lincoln Hotel - Ball Room

Presiding: R. D. W. Connor, Archivist of the United States, The National Archives

Presidential Address
A. R. Newsome, University of North Carolina

9:00 P.M. Session - Abraham Lincoln Hotel

BUSINESS MEETING

Presiding: A. R. Newsome, President of the Society of American Archivists

Wednesday, October 26

10:00 A.M. Session -

SUPPLEMENTS TO ARCHIVAL KNOWLEDGE - 2nd Lobby

Chairman: Lester J. Cappon, Archivist, Library of the University of Virginia

1. The Character and Extent of Fugitive Archival Material
Randolph G. Adams, William L. Clements Library, University of Michigan

2. Relation of Historical Manuscripts to Archival Material
Curtis W. Garrison, The Hayes Memorial Library, Fremont, Ohio

3. Printed Materials in Manuscript Archives
Douglas C. McMurtrie, American Imprints Inventory, Historical Records Survey

10:00 A.M. Session -

SPECIAL TYPE ARCHIVES - 3rd

Chairman: Russell H. Anderson, Curator, Department of Agriculture, Textiles and Industry, Museum of Science and Industry

Wednesday, October 26 (Continued)

1. Church Archives
   William W. Sweet, The University of Chicago

2. Some Problems in the Preservation of Business Archives
   William D. Overman, Ohio State Archaeological and Historical Society

3. Agricultural Archives
   Everett E. Edwards, Bureau of Agricultural Economics, United States Department of Agriculture

12:30 Noon Luncheon (Subscription) - Abraham Lincoln Hotel - Lincoln Room

Presiding: Christopher B. Coleman, Director, Indiana State Library

Short Speeches by
Edward J. Hughes, Secretary of the State of Illinois
John W. Kapp, Jr., Mayor of Springfield, Illinois
The New President of the Society of American Archivists
C. Herrick Hammond, Architect of the Archives Building

2:30 P.M. Session - Abraham Lincoln Hotel - Room

LOCAL ARCHIVES

Chairman: William D. McCain, Director, Department of Archives and History, State of Mississippi

The National Survey of County Archives
John C. L. Andreassen, Historical Records Survey

3:30-5 P.M. Dedication of the Archives Building

Tour of the Building

[Illinois Library Association]

WEDNESDAY, OCTOBER 26

10:00 A. M.	Registration - Main Lobby
12:30 P. M.	Luncheon - Section for Library Work with children.
2:30 P. M.	Session for Library Work With Children
	Chairman: Miss Katherine Ashley, Children's Librarian, Winnetka Free Public Library.
2:00 - 3:30 P. M.	Visit exhibits - Main Lobby.
3:30 P. M.	Dedication of Archives Building.
8:00 P. M.	Centennial Building Paul M. Angle, librarian, Illinois Historical Library. Subject: The Illinois Historical Library and its relation to public libraries. The Catholic Library Association - Rev. August Reyling The Southern Illinois Library Association - Mrs. Nannie Parks Reports and Business Informal Reception.

THURSDAY, OCTOBER 27

10:00 A. M. Federal Aid for Libraries - Mrs. Forrest B. Spauling, Librarian, Public Library, Des Moines, Iowa.

Prof. H. H. Hamlin
University of Illinois.

Edward J. Hughes, Secretary of State and State Librarian.

Discussion

Business

12:30 P. M. Junior Members Luncheon

Chairman: Miss Lois Martin, Illinois State Library

12:30 P. M. Trustees Section.

Chairman: Mrs. George M. Tomlinson, Trustee Evanston Public Library.

Greetings - Hon. Edward J. Hughes, Secretary of State and State Librarian.

Book Review. The library, a people's university - Andrew D. Lampe, Trustee Public Library, Princeton.

2:30 P. M. Trustees Section Meeting.

The Small Library and its neighbors--
Possible cooperation.

Cooperation in Henry County - Mrs. A. M. Errett Trustee, Kewanee Public Library.

Contracts with larger libraries - Mrs. J. C. Tjaden, Trustee, East Peoria Public Library.

Exchanging duplicates - Mrs. C. J. Wood, Trustee Township Public Library, Batavia.

THURSDAY (Continued)

Library Laws in Illinois - Mr. Michael F. Gallagher, Trustee, Public Library, Highland Park.

Discussion based on questions to be handed in. Leader, Mrs. P. L. Windsor, Director, Library of University of Illinois.

2:30 - 4:30 P. M. Loan and Reference.

Ball Room

Chairman: Miss Anne Renner, Librarian, Urbana Free Library.

Visit Exhibits

7:30 P. M. Annual Dinner

Ball Room

Speaker: Mr. Rowland Haynes, President University of Omaha.

FRIDAY, OCTOBER 28

8:00 A. M.
Palm Room

Catholic Library Association and Illinois Library Association. Joint Meeting.

Topic: Closer cooperation between the two associations -
Chairman: Rev. August Reyling.

9:30 A. M.
Ball Room

Problems of the Small Library

Chairman: Miss Rebecca M. Ditto, Librarian, La Grange Public Library.

9:30 A. M.
Palm Room

Business

College and University Section.

Chairman: Miss Eleanor W. Welch, Librarian, Illinois State Normal School, Normal, Illinois.

PROGRAM FOR THE SECOND ANNUAL MEETING

OF

THE SOCIETY OF AMERICAN ARCHIVISTS

SPRINGFIELD, ILLINOIS

OCTOBER 24 - 26, 1938

Monday, October 24

10:00 A.M. Session - Abraham Lincoln Hotel

ARCHIVAL TRAINING

Round Table Discussion

Chairman: Phineas L. Windsor, Librarian, University of Illinois

Leaders:

1. James A. Robertson, Hall of Records, State of Maryland

2. C. C. Crittenden, The North Carolina Historical Commission

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Chairman: Theodore C. Pease, Editor, The American Archivist, University of Illinois

1. American Journals
   Edna L. Jacobsen, New York State Library

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   Olga P. Palmer, The National Archives

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Presiding:

European Archives
Solon J. Buck, The National Archives

3:00 P.M. Session - Archives Building

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Chairman: George A. Schwegmann, Jr., Director of the Union Catalog, Library of Congress

1. Microphotographic Equipment
   M. Llewellyn Raney, University of Chicago Libraries

2. Fumigating, Cleaning and Repairing Archival Material
   Arthur E. Kimberly, The National Archives

Monday, October 24 (Continued)

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Presiding: A. R. Newsome, President of the Society of American Archivists

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   Edward J. Hughes, Secretary of the State of Illinois and State Librarian

2. Possibilities of the Film Library with Relation to State Archives
   John E. Abbott, Director of the Film Library, The Museum of Modern Art, New York City

9:00 P.M. Reception and Smoker

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   Charles M. Gates, University of Washington

2. State Archives in the Lower Mississippi Valley
   Edwin A. Davis, Archivist, Louisiana State University

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2. D. L. Corbitt, The North Carolina Historical Commission
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   Everett E. Edwards, Bureau of Agricultural Economics, United States Department of Agriculture

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C. Herrick Hammond, Architect of the Archives Building

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John C. L. Andreassen, Historical Records Survey

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Tour of the Building

SOCIETY

of

AMERICAN ARCHIVISTS

Second Annual Meeting



SPRINGFIELD, ILLINOIS

Monday, Tuesday and Wednesday

October 24. 25 and 26, 1938

Society of American Archivists

OFFICERS 1938

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LUTHER H. EVANS, *Vice President*
PHILIP C. BROOKS, *Secretary*
JULIAN P. BOYD, *Treasurer*

COUNCIL MEMBERS

RUTH BLAIR
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MARGARET C. NORTON
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LAWRENCE C. WROTH

COMMITTEE ON PROGRAM

HERBERT A. KELLAR, *Chairman*

PHILIP C. BROOKS, *ex officio*
DOUGLAS C. MCMURTRIE
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COMMITTEE ON LOCAL ARRANGEMENTS

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PAUL M. ANGLE
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WILLIAM MCCLOSKEY
HON. WARREN H. ORR
THEODORE C. PEASE
MRS. NED A. PETERSON
HARRY E. PRATT
M. LLEWELYN RANEY
HON. ELWYN R. SHAW
J. EMIL SMITH
HON. JOHN STELLE
ALLEN STEPHENS
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JAMES A. JAMES
HON. NORMAN L. JONES
HON. JOHN W. KAPP
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HON. CLYDE E. STONE
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MRS. J. RALPH TOBIN
HON. JOHN A. WIELAND
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Society of American Archivists

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Program

MONDAY, OCTOBER 24, 10:00 A. M.
PALM ROOM, ABRAHAM LINCOLN HOTEL

ARCHIVAL TRAINING

Round Table Discussion

Chairman: PHINEAS L. WINDSOR, Librarian, University of Illinois

Leaders:

JAMES A. ROBERTSON, Hall of Records, State of Maryland
SAMUEL F. BEMIS, Yale University
W. EDWIN HEMPHILL, Acting Archivist, University of Virginia Library

MONDAY, OCTOBER 24, 10:00 A. M.
PARLOR K, ABRAHAM LINCOLN HOTEL

ARCHIVAL JOURNALS

Chairman: THEODORE C. PEASE, Editor, The American Archivist, University of Illinois

American Journals
EDNA L. JACOBSON, New York State Library

Continental Journals
OLGA P. PALMER, The National Archives

MONDAY, OCTOBER 24, 12:30 P. M.
BALL ROOM, ABRAHAM LINCOLN HOTEL

LUNCHEON CONFERENCE

Presiding: GILBERT J. GARRIGAN, S. J., Research Professor of History, Loyola University, Chicago, Illinois

European Archives
SOLON J. BUCK, Director of Publications, The National Archives.

MONDAY, OCTOBER 24, 3:00 P. M.
THIRD FLOOR, ARCHIVES BUILDING

SCIENTIFIC AIDS

Chairman: GEORGE A. SCHWEGMANN, JR., Director of the Union Catalog, Library of Congress

Microphotographic Equipment
M. LLEWELLYN RANEY, Director of University of Chicago Libraries

Fumigating, Cleaning and Repairing Archival Material.
ARTHUR E. KIMBERLY, The National Archives

Discussion, to be followed by Tour of the Archives Building and Demonstration of Equipment

MONDAY, OCTOBER 24, 7:00 P. M.

ILLINI COUNTRY CLUB

DINNER SESSION

Presiding: A. R. NEWSOME, President of the Society of American Archivists

Address of Welcome
EDWARD J. HUGHES, Secretary of the State of Illinois and State Librarian

Possibilities of the Film Library with Relation to State Archives
JOHN E. ABBOTT, Director of the Film Library, The Museum of Modern Art, New York City

The Problem of a Feasible Plan for Preserving Local Archives and Historical Manuscripts
A. F. KUHLMAN, Director of Joint University Libraries, Vanderbilt University

Reception and Smoker, given by the HON. EDWARD J. HUGHES

TUESDAY, OCTOBER 25, 10:00 A. M.

PARLOR K, ABRAHAM LINCOLN HOTEL

STATE ARCHIVES

Chairman: LUTHER H. EVANS, National Director, Historical Records Survey

State Archives on the Pacific Coast
CHARLES M. GATES, University of Washington

State Archives in the Lower Mississippi Valley
EDWIN A. DAVIS, Archivist, Louisiana State University

The State Archives of Texas
HARRIET SMITHER, Archivist, Texas State Library

TUESDAY, OCTOBER 25, 10:00 A. M.

PALM ROOM, ABRAHAM LINCOLN HOTEL

CLASSIFICATION AND CATALOGING

Round Table Discussion

Chairman: MARGARET C. NORTON, Superintendent of the Archives Division, Illinois State Library

Leaders:
ROSCOE R. HILL, The National Archives

D. L. CORBITT, The North Carolina Historical Commission
ROBERT H. SLOVER, Regional Director, Historical Records Survey

TUESDAY, OCTOBER 25, 12:30 P. M.

TRIP TO VILLAGE OF NEW SALEM

12:30 P. M. Luncheon (tendered by the Illinois State Historical Society). LELAND HOTEL

2:30 P. M. Leave Leland Hotel by Bus

3:30 P. M. Arrive New Salem State Park

Presiding: PAUL M. ANGLE, Secretary, Illinois State Historical Society

New Salem State Park
HARRY E. PRATT, Executive Secretary, The Abraham Lincoln Association

3:30-5:00 P. M. Tour of Village of New Salem

5:00 P. M. Leave New Salem State Park by Bus

6:00 P. M. Arrive Springfield

TUESDAY, OCTOBER 25, 7:00 P. M.

BALL ROOM, ABRAHAM LINCOLN HOTEL

ANNUAL DINNER

Presiding: ROBERT D. W. CONNOR, Archivist of the United States, The National Archives

Presidential Address: Uniform State Archival Legislation
A. R. NEWSOME, University of North Carolina

TUESDAY, OCTOBER 25, 9:00 P. M.

BALL ROOM, ABRAHAM LINCOLN HOTEL

ANNUAL BUSINESS MEETING

Presiding: A. R. NEWSOME, President of the Society of American Archivists

WEDNESDAY, OCTOBER 26, 10:00 A. M.

PALM ROOM, ABRAHAM LINCOLN HOTEL

SUPPLEMENTS TO ARCHIVAL KNOWLEDGE

Chairman: LESTER J. CAPPON, Archivist, Library of the University of Virginia

The Character and Extent of Fugitive Archival Material
RANDOLPH G. ADAMS, William L. Clements Library, University of Michigan

Relation of Historical Manuscripts to Archival Material
CURTIS W. GARRISON, The Hayes Memorial Library, Fremont, Ohio

Printed Materials in Manuscript Archives
DOUGLAS C. MCMURTRIE, American Imprints Survey

WEDNESDAY, OCTOBER 26, 10:00 A. M.
PARLOR K, ABRAHAM LINCOLN HOTEL

SPECIAL TYPE ARCHIVES

Chairman: RUSSELL H. ANDERSON, Curator, Department of Agriculture, Textiles and Industry, Museum of Science and Industry

Church Archives
WILLIAM W. SWEET, The University of Chicago

Some Problems in the Preservation of Business Archives
WILLIAM D. OVERMAN, Ohio State Archaeological and Historical Society

Agricultural Archives
EVERETT E. EDWARDS, Bureau of Agricultural Economics, United States Department of Agriculture

WEDNESDAY, OCTOBER 26, 12:30 P. M.
LINCOLN ROOM, ABRAHAM LINCOLN HOTEL

LUNCHEON

Presiding: CHRISTOPHER B. COLEMAN, Director, Indiana State Library

Short Speeches by
EDWARD J. HUGHES, Secretary of the State of Illinois
JOHN W. KAPP, Mayor of Springfield, Illinois
The New President of the Society of American Archivists
C. HERRICK HAMMOND, Architect of the Archives Building

WEDNESDAY, OCTOBER 26, 2:30 P. M.
LINCOLN ROOM, ABRAHAM LINCOLN HOTEL

LOCAL ARCHIVES

Chairman: WILLIAM D. MCCAIN, Director, Department of Archives and History, State of Mississippi

The National Survey of County Archives
JOHN C. L. ANDREASSEN, Historical Records Survey

WEDNESDAY, OCTOBER 26, 3:30 P. M.
ARCHIVES BUILDING

Dedication of the Archives Building
Tour of the Building
Reception and Tea Given by MRS. EDWARD J. HUGHES

WELCOME

to

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Gail B. Johnson, Director

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317 South Seventh Street
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Main 2430

WHAT TO SEE IN SPRINGFIELD

Lincoln's Home - Eighth and Jackson Sts. Hours - 9 a.m. - 5 p.m. Only home Lincoln ever owned.

Lincoln's Tomb - Oak Ridge Cemetery. Hours - 8 a.m. - 5 p.m. Other hours earlier or later by appointment. H. W. Fay, Custodian.

Lincoln Library (Public Library) - Seventh and Capitol Ave.

Illinois State Capitol - First and Monroe

State Museum - Fifth Floor, Centennial Bldg.

Centennial Bldg. - Largest library of Lincoln books. Splendid Lincoln collection. Paul M. Angle, Librarian. South of State House

County Court House - Lincoln interest

State Supreme Court - Second and Capitol.

Oak Ridge Cemetery - Entrance at First and North Grand Ave.

Sangamo Electric Co. - Ninth and Converse

Illini Country Club - Southwest of City

St. John's Hospital - Seventh to Ninth Streets on Mason

Springfield Hospital - Fifth and North Grand Ave.

Ursuline Academy - 1400 N. Fifth

Springfield Junior College - 1500 N. Fifth

Pillsbury Mills - 14th and Phillips

State Armory - Second and Monroe Sts.

Municipal Bathing Pool - 9th and Converse

Washington Park - Entrance on Williams Blvd.

Lincoln Park - North Fifth St. to Park

Pasfield Park - (Public Golf Course) - West Lawrence Ave.

Lanphier Park - 11th and North Grand

Bunn Park (Public Golf Course) - South 15th St. to Park

Bergen Park (Public Golf Course) - East Jefferson St. to Park

Springfield Art Club - 501 N. Fifth Open daily, free to public

Illinois State Historical Library - Centennial Bldg.

Oakcrest Country Club - Four miles east on the Decatur Road

U. S. Postoffice - Sixth and Monroe

Cathedral of the Immaculate Conception - Sixth St. and Lawrence Ave.

Lake Springfield - South of Springfield, Follow markers to Beach House

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New Salem State Park - No visit to the Springfield Lincoln shrines is complete without a trip to New Salem State Park where Lincoln lived from 1831 to 1837. About 20 log cabins have been rebuilt and in them are shown about every article used by the pioneers in Lincoln's time. Fifteen minutes detour from Route 24, the Springfield-Peoria Road.

SPRINGFIELD GUIDE & TOUR SERVICE
317 South Seventh Street
Springfield, Illinois
Main 2430

Places in Springfield, Illinois
Directly associated with Abraham
Lincoln, marked with bronze tablets

The National Lincoln Monument and Tomb, Oak Ridge Cemetery, north of City - Open for visitors 8:00 a.m. to 5:00 p.m. Other hours by appointment. H. W. Fay, Custodian

The Lincoln Homestead, Eighth and Jackson Open to the public 9 a.m. to 5 p.m. Only home Lincoln ever owned. Virginia Brown, Custodian

Site of Jousha Fry Speed's General Store, 107 S. Fifth St. - Above this store, Lincoln shared a sleeping room with Speed, on first coming to Springfield in 1837

Site of Stuart and Lincoln's Law Office (1837-1841) 109 N. Fifth St.

Site of Logan & Lincoln's Law Office (1841-1843) 203 S. Sixth Street

Site of Lincoln & Herndon's Law Office (1843-1865) 103 S. Fifth St.

Site of Second Presbyterian Church, 217 S. Fourth St. - Here Lincoln attended the first session of the Illinois House of Representatives (1839-1840) following the removal of the capitol from Vandalia.

Site of the Home of Ninian W. Edwards, Northwest corner Centennial Memorial building grounds - Here Abraham Lincoln and Mary Todd were married, November 4, 1842. Here Mrs. Lincoln died July 16, 1882.

Site of Globe Tavern, 315 E. Adams Here Lincoln and his wife lived from the time of their marriage until May 2, 1844. Here Robert Lincoln was born.

C. M. Smith building, 528 E. Adams St. In a room on the third floor of this building, Lincoln, in January 1861, wrote his first inaugural address.

Site of the First Presbyterian Church, 302 E. Washington St. - Lincoln rented a pew here, and with his family, attended services, 1842-1861.

Site of Illinois State Journal, 116-118 North Sixth St. - Here Lincoln first received the news, (May 18, 1860) of his nomination for President of the United States

Sangamon County Court House, - Office, Master of Chancery - This room in the old State Capitol Building was Representative Hall, 1840-1876. Here Lincoln delivered his famous "House Divided" Speech, June 1858. Here his remains lay in state when brought to Springfield for burial, May 3-4, 1865.

Public Receiving Vault, Oak Ridge Cemetery The body of Abraham Lincoln lay in this vault from the day of his funeral, May 4, 1865, until December 21, 1865.

Wabash Freight House, Tenth and Monroe Sts. This, in 1861, was the passenger station of the Great Western Railroad. Here, on the morning of February 11, 1861, Lincoln delivered his farewell address from the rear platform of his car.

Chicago & Alton R. R. Passenger Station, Third and Jefferson Sts. - Abraham Lincoln's body was brought to Springfield by special funeral train, reaching this station May 3, 1865.

SPRINGFIELD GUIDE & TOUR SERVICE
317 South Seventh Street
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INDUSTRIAL TOURS

Name of Firm	Visiting Days	Visiting Hours
Ace Machine & Welding Co. 108-110 South Third Main 75	Any time	Call for appointment (Some type of glasses must be worn)
Amrheins' Bakery 2001 Clear Lake Ave. Main 2035	Mon., Tues., We., Thurs.	1 - 2 p.m.
Capitol City Ice Cream Co. 312 S. Third Main 1991	Call for appointment	
Central Individual Mausoleum Co. 1932 S. 17th M. 545	Every day except Sun.	8:30 a.m. - 5:00 p.m. Call plant manager
Geo. Otto Boiler Co. 1905-15 E. Washington C. 2166	Any day	Call for appointment
Grieme Brothers North Walnut St. Road Jo. 974-11	Any day	9 a.m. - 4:30 p.m.
Illinois Bell Tele. Co. So. Fifth at Jackson C. 9981	Monday through Friday	9 a.m. - 4 p.m.
Illinois State Game Farm Illinois State Fair Grounds M. 8399	Any day	8 a.m. - 5 p.m.
Illinois State Hatcheries 417-19 E. Jefferson C. 1035 or C. 2122	Wed. or Friday	1 p.m. - 4 p.m.
Illinois State Journal 313 South Sixth Main 1000	Any day except Sat. or Sun.	Notify a day or two ahead
Illinois State Police Radio Station WQPS Illinois State Fair Grounds	No tour until After August 7th	
International News Service Monroe between 4th and 5th C. 955	Any day except Saturday	7 a.m. - 3 p.m.
J. C. Ayling Kite Co. 114 S. Third C. 2954	Any day except Saturday	9 a.m. - 5 p.m.

Journal Printing Co. 801-805 E. Adams M. 1675	Any day except Saturday	9 a.m. - 5 p.m.
Ne-Hi Bottling Co. 214 N. Ninth [illegible]. 2603	Any day - call day before tour is to be made	
Palmer Sanatorium End of W. Lawrence Ave. M. 316	Wed. and Sunday	2 - 5 p.m. (Tour never to include over six)
Paris Cleaning Co. Yale Blvd. & Monticello Ave. C. 13	Tues., We., Thurs., Fri.	8:30 a.m. - 4:30 p.m. Always notify in advance
Phillips Petroleum Co. 17th and Madison M. 5232	Wed. and Friday	1:30 - 3:30 p.m.
Pillsbury Flour Mill 1601 E. Phillips M. 8570	Any day except Saturday	9 a.m. - 4:30 p.m.
Poston-Springfield Brick Co. 2600 E. South Grand M. 2300	Any day	7 - 12 a.m.
Producers' Dairy Co. Jefferson and Ninth Sts. M. 8760	Any day except Sun.	Before noon
Radio Station WCBS 2200 S. 6th M. 8228	Any Saturday	Call for appointment
Rays Brand Products 1920-24 S. 13th C. 4533	Call for appointment	
Schulze Baking Co. 127 E. Jefferson M. 8731	Any Friday, most suitable	Call day before
Springfield Aviation Co. Southwest of City, Route 4 M. 3243	Tues., Wed., Fri.	9 a.m. - 4 p.m.
Springfield Boiler Co. 1901 E. Capitol M. 2690	Any day except Saturday	1:30 p.m.
Springfield Fire Dept. 700 Block E. Monroe Main 0	Any day	Any time; mornings and evenings best
Springfield Mattress Co. 800 N. West Grand M. 291	Any day except Sat.	7:30-12am.; 1-4:30 p.m.

Springfield Produce Co. 320 S. 10th M. 7500	Mon., Tues., or Wed.	Anytime
Standard Concrete Pipe Co. 13th and Ridgely Ave. C. 5057	Any day, call day before	Anytime after 1 p.m.
St. Joseph's Home R. R. # 3 C. 1556	Any day except Monday	1:00 - 4:00 p.m.
United Press Assn. 615 E. Monroe M. 411	Tues., Wed., Thurs., Sat.	2:45 p.m.
Williamson Printing Co. 219 S. Fourth M. 395	Call for appointment	

Society of American Archivists--2nd Annual Meeting--Springfield, Illinois--Presidential address; Archival Training and Classification and Cataloging Sessions, 1938

Presidential Address at Second Annual Meeting of the Society of American Archivists, Springfield, Illinois, October 25, 1938, By Dr. Albert Ray Newsome, Head of the History Department, University of North Carolina.

UNIFORM STATE ARCHIVAL LEGISLATION

The federal system of government determines the pattern of archival administration in the United States. Forty-eight states, acting as independent dictators concerned mainly with immediate problems and largely oblivious of each other's efforts, have exercised exclusive jurisdiction over state and local archives. A generation of uncorrelated, unsystematic experimentation has produced a wide diversity of legislation, administration and achievement. For years some states have been seeking legislation and administrative procedures which would safeguard the making, preservation and availability of public archives; others have scarcely come yet to serious grips with the problem.

State experimentation has brought universal recognition of the administrative and historical value of public archives and of the eligibility and importance of their administration as a function of state government. Moreover, it has analyzed, described and defined the complex problem of archival administration in the forty-eight states and has shown them to be less diverse than the practices and achievements. So similar are the problems that archivists of the various states long ago learned that they could learn from each other. From 1909 they assembled annually at the call of the Public Archives Commission of the American Historical Association to sit in study at each other's feet. An evolving consciousness of a national community of archival problems and interests, based on a growing realization of their similarity in the forty-eight states, produced The Society of American Archivists in 1936.

The organization of the Society and the establishment of the National Archives signalized the nationalization as well as the professionalization of archival interest and effort in the United States.

State archival experience has also shown that certain administrative systems and procedures are more effective than others and that state legislation is of basic importance to the existence as well as the improvement of archival administration. To insure effectiveness, the system or form of administration should be supplemented by intelligent public opinion, a professional, non-political personnel, and an adequate operating budget. But some form or system is essential and must rest upon state legislation. State law, or the absence of it, determines in large degree the location, care, and availability of state and local archives. It imperiously directs investigators to the places where their source materials may be found and determines in large measure the conditions attending them and their use of them. It is indispensable to, though not a guarantee of, effective archival administration.

If state legislation is basic to the progress of archival economy, if the archival problems of the forty-eight states are similar, and if some states have been more successful than others in solving these problems, should there not be a conscious, concerted, nation-wide effort to profit by the experience of those states which have been most successful? Uniform or similar state archival legislation, based upon the most effective laws anywhere, would seem to be the most direct course to a general improvement in the administration of state and local archives.

The obstacles to the voluntary cooperation of forty-eight states in adopting uniform archival laws are very great. But powerful factors inspire optimism. Localism is giving ground before the advancing nationalization of social, economic, cultural and political life in the United States.

More and more evident is the universality and similarity of state archival problems. The National Archives is a common source of stimulus, trained personnel, and improved techniques. The archivists are now organized in a national society "to promote sound principles of archival economy and to facilitate cooperation among archivists and archival agencies." A primary objective of its standing Committee on Public Relations is the improvement of state archival legislation. The Society might endeavor to enlist the cooperation of the National Conference of Commissioners on Uniform State Laws, an influential organization affiliated with the American Bar Association, which has already secured uniform or similar state legislation on some subjects of nation-wide interest and importance. Moreover, in every state there is strong unorganized support among historians, economists, sociologists, lawyers, public officials and intelligent citizens for any reasonable archival program designed to promote the public interest.

The time seems ripe for the Society of American Archivists to formulate the best existing archival legislation in the states and endeavor to mobilize all available support in obtaining uniform or similar laws in all of the states. Such an effort should be based upon an objective examination and a discriminating evaluation of existing state archial legislation, and experience.

At the present time, thirty-three states have official state agencies for the centralization and administration of non-current state archives. In nine of these effective control rests with a political official or department whose archival interest and knowledge is accidental and secondary- the secretary of state in California, Georgia and Illinois; the governor in Indiana, Tennessee and West Virginia; the department of education in New York and Pennsylavania; and the director of business control in Washington. Twenty-five states vest real control in bodies independent of or only indirectly responsible to political officials- the state library department in Arizona,

Connecticut, Texas and Virginia; a self-governing historical society in Kansas, Minnesota, Nebraska, New Mexico, Ohio, Oklahoma, Utah and Wisconsin; the state university in Louisiana and West Virginia; and a separate, independent state agency in the others: an historical, archives or records commission in Arkansas, Delaware, Maryland, Michigan, New Jersey, North Carolina, South Carolina and Vermont; and a distinct department in Alabama, Iowa and Mississippi. The administrative heads of these twenty-five state archival agencies are generally selected and controlled directly by small non-salaried boards-self-perpetuating, elected by historical societies, composed of ex-officio members who are educators, historians and public officials or appointed by the governor for long, overlapping terms.

In all thirty-three states with state archival agencies, the law contemplates the centralization of non-current state archives, and likewise non-current local archives in all except California, Ohio and Wisconsin. Generally the state and local officials are authorized to transfer their non-current archives to the state agency, though in several cases the law empowers the state agency to collect or directs the custodians to transfer them. Usually the centralization of state and local archives is by permission, negotiation and persuasion rather than compulsion.

There is general agreement upon the principal that centralization should be permitted only in case of state and local archives no longer needed in the current business of the public office. Ten states prescribe minimum ages of transferable archives varying from three to one hundred thirty-seven years. But attempts to define non-current or transferable archives in terms of a rigid number of years have been the exception and are open to serious objections. It is considered wiser to trust definition to the judgment and negotiation of archival agencies and public officials.

Uniformity in organization and function of state archival agencies is not necessary, feasible, or desirable. But the weight of experience indicates that every state should have an official archival agency with permissive authority to collect and administer non-current state and local archives, so constituted and governed as to provide the maximum likelihood that the archival function will be placed in the hands of capable and trained persons who have the greatest possible freedom from political and extraneous influences which tend to vitiate the professional character of archival administration. Though no system is certain of success, a self-governing historical society and a distinct, independent archival agency, governed by a non-salaried, non-political board appointed for long, overlapping terms, are definitely superior systems.

State centralization and administration of non-current state and local archives leaves unsolved the larger and more complex problem of producing archives under conditions conductive to their preservation and of administering the current as well as the non-current records that remain in the various state and local offices. The obligation of each state and local office to produce its own records and to care for them, in whole or in part, is inescapable; and the states have discovered that the discharge of this obligation cannot be left to the unregulated and unsupervised activity of hundreds of state and local officers. State regulation and supervision should supplement the system of local departmental control. Enlightened opinion and experience suggest the enactment of public records laws embodying in a single chapter or title all state legislation relating to the making, care, and availability of public archives and providing for state supervisionand enforcement. A distinct, unified public record law emphasizes the importance of archives, more readily disseminates knowledge of the law and sound archival standards among custodians and the public and facilitates enforcement of the law.

No existing state public records law deals adequately with all archival problems; but those of Connecticut, Delaware, Massachusetts, New York, North Carolina and Rhode Island are the best and most complete.

A public records law should clearly define public archives. Among the legal definitions attempted in fifteen states, those of Delaware, Louisiana Maryland, Massachusetts, New Jersey, New York and North Carolina are best. In legal phraseology, they define public archives as the records that have accumulated in the conduct of the business of any governmental agent, office, or institution.

Though the states generally require certain public officials to make and keep certain records, only Alabama, Massachusetts, North Carolina and Wisconsin have general laws definitely requiring each public officer to make all records necessary to a full knowledge of the activities of his office and designating him as the legal custodian of the records. Every public officer should have the definite responsibility of archival production and custody.

One-fourth of the states have shown legislative concern for the quality of paper and ink used in the making of public archives. The best laws among the eleven states, which legislate with varying effectiveness on the subject of durable paper, are in Connecticut, Delaware, Maryland, Massachusetts and New York. These states, as well as Alabama and Arizona, require that all permanent record books in state and local offices be made of permanent paper, whose composition is prescribed in the law. Among the seven states requiring durable ink, the best laws are in Connecticut, Delaware, Maryland and Massachusetts. These four states, as well as Alabama and New York, require the use of permanent or durable ink, carbons and ribbons for all public records. A state official or agency must select or approve or contract for the ink in Alabama, Connecticut,

Delaware, Maryland and Massachusetts, with the additional requirement of an examination by a state chemist in Connecticut, Delaware and Massachusetts The state examiner of public records in Connecticut and the Public Archives Commission in Delaware must furnish lists approved papers and at least four brands of standard inks to all custodians. Definite penalties are prescribed in Connecticut, Delaware and Massachusetts for the violation by custodians of the laws relating to paper and ink.

A considerable volume and varity of state legislation seeks to insure the preservation and care of public archives against abuse by persons and deterioration from use and exposure.

In forty states there are general laws with prohibitions and penalties applicable to all persons and public archives, for some or all of such abuses as malicious, wilful or fraudulent altering, defacing, mutilating, removing, stealing, falsifying and destroying. In the remaining eight states, similar laws are restricted in their application to designated classes of archives or persons. Every state should have a general law prohibiting with penalties every abuse of public archives, including private traffic and lending by custodians. The protection of the archives as well as of persons and property should bt the object of the law.

Thirty-three states have laws dealing with the refusal or neglect of any public official to deliver public records to his successor; and in eight others, similar laws have restricted application to all or designated state or local officials. Of the thirty-three states with general laws, seventeen merely prescribe penalties for refusal or neglect to deliver and fourteen set forth legal procedure by which the successor or, in some cases, any person or a designated state official may compel delivery or seize the public archives that are withheld. In New York the successor must demand the records and institute proceedings for recovery.

Responsibility and initiative are also placed definitely upon the successor in Massachusetts, New Jersey, North Carolina and Pennsylvania. Massachusetts requires the recording of the official's oath of delivery; and Wisconsin, the filing of the successor's receipt for the records. The loss of public archives incident to changes in office should be lessened by requiring that a written record be made of every delivery, that the successor demand any undelivered records, and that in case of neglect or refusal the records be recovered by legal process.

Ten states prescribe legal procedure to compel delivery or seizure of any public archives that are in private possession. Nine others merely prescribe a penalty for the private possessor who fails to deliver them; and in two others, the laws are of restricted application. In Massachusetts, New Jersey, New York and North Carolina the custodian must demand delivery; in some other states the custodian or any other person may do so.

Massachusetts has the best general law relating to the care of public archives. It is mandatory that every custodian preserve the records and require record books to be bound properly and substantially and to be repaired, renovated, rebound or copied if worn, damaged or difficult to read. Whoever causes a book to be copied must certify on oath that it is a copy of the original book. The copy then has the force of the original. All public archives must be kept in the rooms where they are ordinarily used. Alabama, North Carolina and Vermont also have general though inadequate laws. Thirty-one additional states have laws authorizing or requiring the repair or binding or transcription of county or court records. The State Library in Virginia may secure a court order for the transfer from negligent custodians of any court records before 1801. A good public records law should require every custodian of public archives to bestow such care as is necessary for their preservation.

Thirty-five states have made legal provision for the restoration of lost, missing or destroyed archives such as records of deeds, wills, mortgages, judgments and other instruments. Restoration is made by re-recording the original or a certified copy and by ex parte proceedings by depositions, affidavits and witnesses.

Ten states have made some legislative effort to meet the obvious need of regulating the disposition of the archives of defunct or transferred offices or agencies; but in four of these, the laws are of restricted application. The archives of any defunct public office in New Jersey, North Carolina or New York become the possession of the state archival agency; and in Rhode Island, of the Secretary of State. The records of a terminating state agency in Delaware go to the Public Archives Commission. In case of a transfer of agency or duties, the archives go with the agency in New York; in Washington, with the duties. When an office and its functions terminate, the best practice suggests that the state archival agency assume custody of the records; if there is no state agency, the governor should decide their custody. When an office is terminated or reduced by a transfer of its functions, the archives should follow the functions.

The important subject of fireproof filing facilities for public archives has received legislative attention in nine states. Their provision for all public records is enjoined as a duty in North Carolina; and in Missouri, for county records. Fireproof equipment is definitely required for state archives in California and for local archives in Connecticut, Maine, New Hampshire, New York and Rhode Island. The fireproof safes, vaults and receptacles must receive the approval of the state record commissioner and the division of archives and history in Rhode Island and New York respectively.

In Massachusetts, which has the best general law, all custodians of state and local archives, except public school teachers, must provide fireproof rooms, safes or vaults, and the rooms must be furnished with fittings of non-combustible materials. By public records laws and every means at their disposal, archivists should combat the spirit of indifference and false economy which has prevented the general use of fireproof buildings, vaults and equipment.

Besides safeguarding the production and preservation of public archives state laws seek to make them more readily available to administrators and investigators.

All public archives, except as otherwise provided by law, are available for examination at reasonable times under the supervision of the custodians to any person in Arizona, Massachusetts, Montana, Nebraska, Nevada, North Carolina South Dakota and Wisconsin; to any citizen in Alabama, California Florida, Idaho, Oregon and Utah; and to any voter or taxpayer in Louisiana. In fifteen other states, the law provides public access to designated classes of records. Penalties are provided in Florida, Louisiana, and Wyoming for custodians who refuse access. Permission to copy or photograph the records is sometimes specified. Custodians in California, Massachusetts, Nevada, New York, North Carolina and Oregon must keep the archives so arranged as to be easily accessible for convenient use by the public.

Fourteen states require every public officer to furnish on demand certified copies of any records open to public examination upon payment of the legal fees; and the remaining thirty-four states have similar provisions relating to designated offices and records.

To meet the frequent demand for public archives as evidence in court, twenty-four states provide that copies of archives certified by custodians are admissible as legal evidence in like case and effect as the originals.

In the remaining states, the laws apply only to designated records. Copies of records in the custody of the state archival agencies, when certified by or under the seal of the agency, have the same legal force as if made by the original custodian. Certified photographic copies are by law acceptable as legal evidence in Connecticut, Maine and Nebraska. Many official state archival agencies are empowered through publication to increase the availability of public archives.

The mounting accumulations of public archives incidental to the growing number and complexity of governmental functions imperiously demand a reduction in the rate of archival increase, which will not seriously impair the value and impartiality of the mass that is preserved. Hilary Jenkinson contends that no records of the past now in archival custody should be destroyed and that neither the archivist nor the historian is qualified to determine what archives should be destroyed. He suggests an elaborate system of a Central Register by which the administrator functions as the sole agent for the selection and destruction of a considerable portion of his records before they come into the custody of the archivist. The difficulty of its effective administration, the impossibility of its general adoption, and the indifferent and irresponsible attitude of many public officials as well as the untrustworthiness of their knowledge and judgment raise serious doubts as to the practicability and wisdom of the system of Control Registry for state and local archives in the United States. American experience suggests that the administrator and the archivist share in the determination of what records should be destroyed.

Twenty-one states have made some legal provision for the destruction of public archives. Nine of them specify the classes and usually the ages of state or local archives which may be destroyed by the custodian. In three of the states, custodians are authorized to destroy any useless state archives with the consent of designated state political official.

All custodians of state or local archives may destroy any of their records with the consent of certain designated political agencies in Montana, the state supervisor of records in Massachusetts, and the official state archival agency in Delaware, New Jersey, New York, North Carolina and Vermont. The responsibility for the destruction of state archives in Indiana and of state and local archives in Arizona is vested in the Commission on Public Records and the Department of Library and Archives, respectively. It seems best to prohibit the destruction of public archives by any custodian until he has submitted a descriptive list of the archives whose destruction is proposed and has received the written consent of the state archival agency or some official or board conversant with sound archival economy. The custodian should preserve a descriptive list of the archives destroyed as well as a record of the destruction itself and send copies to the agency which approved the destruction. It is important that the law insure destruction of the condemned records.

A public records law might well permit the destruction under competent state supervision of bulky, relatively unimportant classes of archives of which micro-film copies had been made. These copies should be given the same legal force as the originals.

Some reduction of public archives is possible through the use of uniform, simplified forms. Only the beginnings of legislative effort in this direction have been made by four states--Alabama, Delaware, Montana and Vermont. In advance of scientific studies in the states, little can be said of the possibilities of this method of reduction.

Laws do not command universal obedience nor are they self-enforcing. The system of departmental custody of state and local archives and state regulation through public records laws should be supplemented by expert state supervision, not only to secure better enforcement of the laws but also to provide help and stimulus to custodians.

Eleven states have some form of state supervision. The official state archival agency has supervision of certain categories of early archives in Maryland and Virginia and of all public archives in Delaware, New Jersey New York, North Carolina, Pennsylvania and Vermont. Busy with its problems of collection and administration, the state agency is able to give effective supervision only if, as in New York, it has a competent, full-time supervisor on its staff. Effective supervision is obtained by placing responsibility on a state examiner of public records in Connecticut, a supervisor of public records in Massachusetts and in New York, and a state record commissioner in Rhode Island. The state supervisory authorities are generally directed to examine into and report on the condition of the public archives, to supervise their administration, and to enforce the public record laws.

The impressive volume, variety and similarity of state archival legislation in the United States indicates a wide recognition of the essential nature, portance, and identity or similarity of the archival problem in the various states. The experience of the states is sufficiently extensive to permit the formulation of a sound and constructive public records law, applying successful principles and practices to most of the archival problems which are common to all of the states. Experience has produced wide agreement upon the subjects that should find place in any well-conceived state system of archival legislation. It should provide for an official state archival agency professionally controlled with authority to collect and administer non-current public archives and to supervise all others. It should embody a distinct public record law defining public archives, fixing legal custody, prescribing the quality of paper and ink, outlawing archival abuses, providing for the recovery of archives from retiring public officers as well as private citizens, directing necessary repairs and transcriptions, outling the procedure for restoring missing archives, governing the disposition of the records

of defunct or transferred agencies, requiring or encouraging the use of fireproof equipment, guaranteeing the right of the public to examine and procure certified copies, facilitating the convenient use of archives as legal evidence, regulating the destruction of useless archives and other procedures for reduction in volume, and establishing state supervision. Few if any of these subjects are highly controversial. On some, the legal provisions might be uniform or even identical, throughout the United States; on others, basically similar with minor differences adapted to varying state needs and conditions. Certainly a model public records law might be written which, if not generally enacted without change, would offer sound standards, suggestion, guidance and stimulus to the states. There can be no general or pronounced improvement in archival administration except by state action. State action is in the form of laws enacted by state legislatures. State legislatures are respons ive to public opinion and public interest.

The Society of American Archivists is in position to assume active leadership in formulating a model state system of archival legislation based on successful experience and designed to solve the basic archival problems that are common to the states. Its stimulus, advice and support can be of great assistance to systematic movements in the states under local leadership to obtain action from state legislatures. To strengthen the movement for uniform or similar state archival laws, it is particularly recommended that the Society make definite efforts either through its own Committee on Public Relation or through a special committee to enlist the support of the National Conference of Commissioners on Uniform State Laws. This conference has great prestige among the legal profession and the law makers in state legislatures, most of whose members are drawn from that profession.

The enactment of uniform or similar public records laws by the forty-eight states of this federated nation seems to be the proper and the only effective approach to high and uniform standards and achievement in the administration of state and local archives in the United States.

1. The following citations are to the state archival legislation upon which this address is based;

Alabama: The Alabama Code of 1928, secs. 1398-1417, 2683-2696, 3207, 4120-4124, 5017, 5018, 5031, 6727, 7681, 7709, 7719, 10128, 10132, 10135, 10139.

Arizona: The revised Code of Arizona, 1928, ch.63 and secs.102, 853, 862, 1933, 2750-2755, 4458, 4523, 4542; Supplement to The Revised Code of Arizona, Annotated, 1936, sec.2755a; Acts, Resolutions, and Memorials of....Arizona, 1937, ch.32. Arkansas, A Digest of the Statutes of Arkansas...1937, ch.135 and secs.2412-2414, 3547, 5130-5141, 5143, 10368, 10928-10950, 12236-12242.

California: Deering's General Laws of the State of California (1937), acts 1034, 3986, 6550; Deering's Code of Civil Procedure of the State of California (1937), secs.1045, 1888, 1892, 1905, 1918, 1950; Deering's Political Code of the State of California (1937), secs.382, 407, 408, 1032, 4041.24a, 4095a, 4150-4132, 4142, 4142b; Deering's Penal Code of the State of California (1937), secs. 76, 113, 114, 471, 473. Colorado: 1935 Colorado Statutes Annotated, ch.40, secs. 49-50; ch.45, sec.176; ch.48, sec.59; ch.48, secs.151, 155; ch.135. Connecticut: The General Statutes of Connecticut, Revision of 1930 secs.126, 323, 1057-1067, 2279, 5601-5607, 6172; 1937 Supplement to the General Statutes, State of Connecticut, secs.33c, 40c, 349c, 1735c.

Delaware: Revised Code of Delaware, 1935, chs. 36, 183 and secs.36c, 1501, 1563, 4704, 5244; Laws of the State of Delaware...1937, chs.92, 93.

Florida: The Compiled General Laws of Florida, 1927, secs.110-116, 490-492, 4863, 5054-5075, 5712, 5713, 5723, 7492, 7495; General Acts and Resolutions...1935, ch.17173.

Georgia: The Code of Georgia of 1933, title 63; ch.40-8; secs, 24-2715 26-2801, 39-620, 89-9902, 89-9905. Idaho: Idaho Code, 1932, secs.17-901, 17-902, 57-1001, 57-1002, 57-1003, 57-1009, 57-1011. Illinois: Illinois Revised Statutes, 1937, ch.33, sec.9; ch.38, secs.401, 461-464; chs.51, 116, 128.

Indiana: Annotated Indiana Statutes, 1933, title 60, ch.1, title 63, ch.8, and secs.2-1617, 2-1620, 2-2707, 10-3004, 10-3005, 10-4514, 26-634, 26-635, 49-3205, 49-3206, 49-3207, 57-119, 57-125; Laws of the State of Indiana... 1935, ch.219; Laws of the State of Indiana....1937, chs.114, 172.

Iowa: Code of Iowa, 1935, chs.233, 518 and secs.10081, 11299, 11305-11307, 13139

Kansas: General Statutes of Kansas (Annotated) 1935, ch.21, art.6, ch.60, art.39, ch.75, art.27; secs.19-2601, 21-540, 21-542, 60-2854, 67-224.

Kentucky: Carroll's Kentucky Statutes, Annotated, Baldwin's 1936 Revision, ch.106 and secs.374, 1197, 162601633, 1643, 2290a-2, 3997.

Louisiana: General Statutes of the State of Louisiana, 1932, title 54, chs.1, 3 and secs.7763, 7764, 7855, 7883-7889, 9290; Acts Passed by the legislature of the State of Louisiana...1936, no.258; Code of Criminal Procedure and Criminal Statutes of the State of Louisiana, secs457, 459, 1066.

Maine: The Revised Statutes of the State of Maine...1930, ch.5, secs. 66, 68, ch.15, secs15, 16, 19, ch.92, sec.11, ch.127, sec.9, ch.131, sec.1, ch.132, secs.1, 7; Public Laws of the State of Maine...1931, ch. 45; Public Laws of the State of Maine...1933, ch. 191; Public Laws of the State of Maine...1935, ch.99.

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Massachusetts: Annotated Laws of Massachusetts (1933-1933), ch.4, sec.7, ch.66, ch.233, sec, 76; Annotated Laws of Massachusetts, 1937 Cumulative Supplement, ch.66, sec3.

Michigan: The Compiled Laws of the State of Michigan, 1929, ch.145 and secs.2713, 2714, 13899-13901, 14173, 14193, 15301-15308, 16899, 16907, 17018, 17048.

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Missouri: The Revised Statutes of the State of Missouri, 1929 ch.8, art.1, ch.26 and secs.4072, 4073, 11377, 11419, 11690, 12044, 12116.
Montana: The Revised Codes of Montana of 1935, secs.455, 455, 1.455, 2, 455, 3, 455, 4, 460-462, 10540, 10542, 10543, 10568, 10597, 10873, 10874; Laws, Resolutions and Memorials of Montana...1937, ch.118.
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New Hampshire: The Public Laws of the State of New Hampshire...(1926), ch.10, secs.19, ch.14, sec.15, ch.15, sec.5, ch.38, sec.23, ch.47, secs.46-49, 52, ch.53, secs.3, 8, ch.320, secs.4, 11, ch.337, sec.34, ch.389, sec.6; Laws of the State of New Hampshire...1935, ch. 166.
New Jersey: Compiled Statutes of New Jersey (1911), pp.1557-1559; Cumulative Supplement to the Compiled Statutes of New Jersey, 1911-1924, secs. 48-1750J, 167-5, 167-106, 167-19; 1925-1930 Supplement to the Compiled Statutes of New Jersey...1911-1924, secs.167-8, 167-25, 167-26.
New Mexico: New Mexico Statutes, Annotated, 1929 Compilation ch.91 and secs.33-4303, 34-357 to 34-359, 45-610, 45-611, 118-114, 118-115, 118-127, 118-201.
New York: Cahill's Consolidated Laws of New York (1930) ch.11, sec.26, ch.15, secs.19, 1112, 1116, 1192-1197, 1199-a, ch.41, sec.2050, ch.48, secs65, 66, 80, ch. 56-a, sec.5; Cahill's Consolidated Laws of New York, 1937 Supplement, ch.11-a, sec.610.
North Carolina: The North Carolina Code of 1936, secs.365-384, 943, 950, 952, 1779, 4285, 6141, 6145, 7362(1)-7362(9).
North Dakota: The Compiled Laws of the State of North Dakota, 1913, secs. 122, 682, 695, 705, 5547, 7910-7919, 8518, 8521, 9363, 9364.
Ohio: Throckmorton's 1929 Annotated Code of Ohio, secs.154-55, 154-59, 2479, 2493, 2756, 3610-3614, 8557, 11500, 12345-12365, 13088; Supplement to Page's Annotated Ohio General Code, 1926 to 1935, sec.32-1.
Oklahoma: Oklahoma Statutes Annotated (1937), title 12, sec.502, title 16, sec.27, title 21, secs.461, 462, 531, title 51, secs.7, 19, title 53, title 67, chs. 1, 3.
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Rhode Island: General Laws of Rhode Island, Revision of 1923, chs.36, 42; Acts and Resolves...1927, ch.985; Acts and Resolves....1930, ch.1610; Public Laws...1931, ch.1776; Acts and Resolves...1935, chs.2188, 2250.
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Williams Tennessee Code Annotated, secs.2271. 1-2271.6, 2282.1-2282.3.
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Vermont: The Public Laws of Vermont, 193 , secs.1707, 1848-1851, 2310-2330, 3526, 8563; Acts and Resolves...of the State of Vermont...1937, nos.10 and 229.
Virginia: The Virginia Code of 1936, ch.23a and secs.342c, 3386-3389, 3399, 4516, 4518, 5390, 6197, 6201-6203.
Washington: Remington's Revised Statutes of Washington, Annotated...1931, secs.1257-1263, 1270-1277, 1987-10, 2336, 2347, 2348, 4085-4087, 8208, 10611, 10761, 10767-1, 10771, 10880, 10953-10958.
West Virginia: The West Virginia Code of 1937, secs314, 315, 1391 (2), 2774-2777, 3669-3684, 3934-3968, 5220, 5222, 5714, 6020, 6021.
Wisconsin: Wisconsin Statutes, 1937, secs.683, 14.28, 16.05, 18.01, 18.02, 44.01, 44.09, 59.71, 101.32, 140.04, 200.16, 300.21, 300.23, 310.10, 328.01, 328.38. 343.68, 348.63.
Wyoming: Wyoming Revised Statutes, 1931, secs.30-108, 32-333 to 32-335, 82-2002 to 82-2007, 88-401 to 88-404, 89-1732, 109-1409; Supplement to Wyoming Revised Statutes, 1934, Annotated, sec. 109-307.

(2) The state archival agencies in the thirty-three states are:

California, Secretary of State; Georgia, the Department of Archives and History whose director is appointed by the Secretary of State; Illinois, the Archives Division in the State Library which is administered by the Secretary of State; Indiana, the Indiana State Library which is in the Department of Education but is controlled directly by the Governor; Tennessee, the Division of Library and Archives whose administrative head is appointed by the Commissioner of Education with the approval of the Governor; West Virginia, the Department of Archives and History whose head is appointed and controlled by the Governor; New York, the State Library and also the Division of Public Records, both in the Department of Education; Pennsylvania, the State Library and Museum in the Department of Education; Washington, the appointive Director of Business Control, supervisor of the archives, which are actually kept by the State Librarian who serves without extra pay as archivist.

Arizona, the Division of History and Archives in the Department of Library and Archives controlled by the Board of Curators; Connecticut, the State Library whose head is appointed by the State Library Committee; Texas, the Texas State Library controlled by a commission; Virginia, the State Library administered by a librarian elected by the Library Board.

Kansas, the Kansas State Historical Society; Minnesota, the Minnesota Historical Society; Nebraska, the Nebraska State Historical Society; New Mexico, the Historical Society of Ne Mexico; Ohio, the Ohio State Archaeological and Historical Society; Oklahoma, the Oklahoma Historical Society; Utah, the State Historical Society of Utah; Wisconsin, the State Historical Society of Wisconsin; These Historical Societies are self-governing.

Louisiana, the Department of Archives in Louisiana State University; West Virginia, the Division of Documents of in West Virginia University, and also the Department of Archives and History at the state capital.

Arkansas, the Arkansas History Commission of nine members, three ex-officio and six appointees of the Governor for twelve-year over-lapping terms; Delaware, the Public Archives Commission of six appointees of the

Governor for four-year terms;
Maryland, the Hall of Records, Commission of public officials and educators; Michigan, the Michigan Historical Commission of the Governor and six appointees for six-year overlapping terms; New Jersey, the Public Records Commission of seven state officials; North Carolina, the North Carolina Historical Commission of five appointees of the Governor for six-year overlapping terms; South Carolina, the Historical Commission of South Carolina of eight members, chiefly historians; Vermont, the Public Records Commission of five members, two ex-officio and three appointees of the Governor for six-year overlapping terms.

Alabama, the Department of Archives and History controlled by a board of ten trustees which is self-perpetuating for six-year terms with Senate confirmation; Iowa, the Historical, Memorial and Art Department und under a board of trustees composed os state officials; Mississippi, the Department of Archives and History controlled by a board of nine trustees which is self-perpetuating for six-year with Senate confirmation.

The fifteen states, which rely upon the generally ineffective system of departmental custody and have not established state archival agencies are Colorado, Florida, Idaho, Kentucky, Maine, Massachusetts, Missouri, Montana, Nevada, New Hampshire, North Dakota, Oregon, Rhode Island, South Dakota, W Wyoming.

(3) In addition to the thirty-three states in which the Law authorizes the centralization of non-current state archives in the state agencies, Ken Kentucky, Maine, New Hampshire, and Oregon have permitted a very restricted centralization. In twenty-two of the thirty-three states, the state officials are authorized to make the transfer, in one case (Ohio) with the consent of the Governor. The state agency is empowered to make the transfer in Delaware, Michigan and South Carolina and is required to demand the archives in texas. The state officials are directed to transfer their non-current archives in Alabama, Indiana, Iowa, New Mexico and Oklahoma and are placed under the duty of doing so in Arizona and Nebraska.

In addition to the thirty states in which the law authorizes the centralization of non-current local archives in the state agencies, California, Kentucky, Maine, New Hampshire, and Rhode Island permit with some restrictions the centralization of local archives in designated agencies. In twenty-six states, Alabama, Arizona, Arkansas, Connecticut, Georgia, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maryland, Minnesota, Mississippi, New Jersey, New York, North Carolina, Rhode Island, South Carolina, Tennessee, Texas, Virginia, the local officials, sometime with the consent of a local governing authority, are authorized to deposit their non-current archives with a designated agency, In Delaware and Michigan, the state archival agencies are empowered to collect them. In Nebraska, New Mexico and Oklahoma, the local officials are directed to take the initiative in the transfer. Illinois is unique in that local officials may deposit non-current archives with the State Historical Library, the State Historical Society, the University library, or any incorporated historical society in the county.

(4) Delaware, Indiana, Iowa, Kansas, Michigan, Nebraska, New York, Utah, Virginia, Wisconsin.

(5) Other states which have so-called public records laws or have very inadequate groupings of archival legislation are Arizona, Arkansas, Colorado, Florida, Louisiana, Missouri.

(6) The remaining eight states whose laws contain definitions are California, Indiana, Iowa, Montana, Oregon, Tenessee, Texas, Washington.

(7) Alabama, Arizona, Connecticut, Delaware, Indiana, Maine Maryland, Massachusetts, Montana, New York, Virginia. The laws in Montana and Virginia require the best rag stock only for county record books; while those of Indiana and Maine relate only to the record books of the county recorder and register of deeds, respectivelt. The law of Virginia also requires the best grade of photostat process of recording. The laws in the remaining states specify permanent paper, paper of first grade 100% rag stock, paper of linen rags and new cotton clippings well sized with animal sizing and well-finished, or standard millbrand paper with dated watermark. Florida, Kansas, Missouri, Nebraska, Ohio, Oklahoma, Pennsylvania, and Virginia have definitely legalized the recording and copying of records by the photostat process.
(8) Alabama, Connecticut, Delaware, Maryland, Massachusetts, New Mexico, New York. The law in New Mexico relates only to the records of county clerks, while that in Arizona requires the use of standard ink of permanent black color in the transcription of old county records.
(9) In Arkansas, Connecticut, Delaware, Kentucky, South Carolina, Vermont.
(10) In Oregon, to custodians and attorneys; in Pennsylvania, to public officials.
(11) Alabama, Arizona, California, Colorado, Florida, Georgia, Idaho, Illinois, Louisiana, Maine, Massachusetts, Michigan, Minnesota, Mississippi Missouri, Montana, Nevada, New Jersey, New Mexico, New York, North Carolina, North Dakota, Oklahoma, Pennsylvania, Rhode Island, South Carolina, Tennessee, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin.
(12) The application is restricted to state officials in South Dakota; to all or certain local officials in Arkansas, Kentucky, Nebraska, New Hampshire, and Ohio; to state officials and certain local officials in Texas; and to certain state and local officials in Wyoming.
(13) Arizona, California, Colorado, Florida, Georgia, Louisiana, Maine, Massachusetts, Minnesota, Mississippi, Nevada, New Jersey, North Carolina, Rhode Island, Utah, Virginia, Washington,
(14) Alabama, Idaho, Illinois, Michigan, Missouir, Montana, New Mexico, New York, Pennsylvania, South Carolina, Tennessee, Vermont, West Virginia, Wisconsin.
(15) In New Mexico, the attorney-general may replevin the withheld records but generally the successor applies for a court order that the withholding official appear at a certain time and place. If delivery is not made before the hearing, the court may commit the offender to jail and order the seizure and delivery of the records.
(16) Idaho, Illinois, Michigan, Missouri, Montana, New Mexico, New York, Tenessee, Vermont, Wisconsin.
(17) Colorado, Louisiana, Massachusetts, Nevada, New Jersey, North Carolina, Pennsylvania, Rhode Island, Virginia.
(18) Alabama, Arkansas.
(19) Arizona, Arkansas, California, Florida, Indiana, Iowa, Kansas, Kentucky Louisiana, Maine, Maryland, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, New Hampshire, New Jersey, New York, North Dakota, Ohio, Oklahoma, Pennsylvania, Rhode Island, Tennessee, Texas, Virginia, Washington, West Virginia, Wisconsim.
(20) Alabama, Arizona, Arkansas, California, Colorado, Florida, Georgia, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Michigan, Minnesota, Mississippi, Missouri, Nevada, New Jersey, New Mexico, North Carolina, North Dakota, Ohio, Oklahoma, Pennsylvania, South Carolina, South Dakota, Tennessee, Texas, Vermont, Virginia, Washington, West Virginia, Wyoming,
(21) Alabama, Delaware, Maine, Massachusetts, New Jersey, New York, North Carolina, Rhode Island, Washington, Wisconsin.
(22) Alabama, Maine, Massachusetts, Wisconsin.

(23) Colorado, Illinois, Indiana, Kansas, Michigan, Minnesota, Mississippi, New Hampshire, North Dakota, Pennsylvania, South Carolina, Vermont, Washington, West Virginia, Wyoming.
(24) Alabama, Connecticut, Idaho, Iowa, Massachusetts, Michigan, Mississippi Montana, Nebraska, Nevada, New York, North Carolina, Oregon, Utah.
(25) Alabama, Arizona, Arkansas, California, Connecticut, Delaware, Idaho, Indiana, Kansas, Louisiana, Massachusetts, Michigan, Minnesota, Mississippi Montana, Nebraska, Nevada, New Hampshire, North Carolina, Oregon, Utah, Vermont, West Virginia, Wyoming.
(26) Hilary Jenkinson, A Manual of Archive Administration (1937), 136-190.
(27) Maine, Minnesota, Missouri, New Hampshire, Rhode Island, Virginia, Washington, Wisconsin, Wyoming.
(28) California, Connecticut, Nebraska.

SOCIETY

of

AMERICAN ARCHIVISTS

Second Annual Meeting

Held in

Springfield, Illinois

on

October 24, 25 and 26, 1938

Subjects

ARCHIVAL TRAINING

CLASSIFICATION AND CATALOGING

Livingstone Reporting Agency
COURT REPORTERS
1008 Ridgely-Farmers Bank Building
SPRINGFIELD, ILLINOIS

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Springfield, Illinois,
October 24, 1938.
10:00 o'clock A.M.

CHAIRMAN HERBERT A. KELLAR (Program Committee): This session has very suddenly had its head cut off in the sense that the Chairman, Mr. Phineas L. Windsor, Librarian, University of Illinois, sent me a telegram that he will be unable to be here. But Lieutenant Colonel James M. Scammell has consented to act as Chairman of the Meeting, and he will take over at this point.

CHAIRMAN JAMES M. SCAMMELL (Historical Records Survey, Oakland, California): The meeting certainly had its head cut off.

Without any preliminaries at all, I am going to call on Dr. James A. Robertson, Hall of Records, State of Maryland, to be the first leader in the discussion.

DR. JAMES A. ROBERTSON (Hall of Records, State of Maryland): Mr. Chairman, Ladies and Gentlemen, basically there is a three-fold evolution in this archive business, getting, keeping and giving out. No archive could exist unless it had archival materials. Still less could it exist unless the materials were given out. Even a secret archive

falls into this last category, for the records must be available to those for whom the archive is intended.

All archival practice is based on the three postulates above mentioned. Immumerable are the various kinds of archives, but in the long run their purposes and their ends are one, be the archives governmental, business, associational, private or what not.

From this point here I am going to talk mostly about the Hall of Records, because it happens to be the Institution I know best, and the practices that we have followed there are in a large measure copied from other practices. You may later on in the discussion want to take a shot at some of them, which is all right.

The Hall of Records in Annapolis differs in its basic principles no whit from all the others. We may work out ends differently from other archives--indeed, I am certain that we do. We may, it is true, be halting in our methods and technique. And on the other hand, we may do something at least as well as other archives. But this point it is well for us who are in the archive business to keep in mind, that none of us know it all, and there is not one of us who cannot learn something from other archives. If we could not learn, we would not and should not be

here today.

Here let me interrupt my paper to say I expect to get a great deal out of Miss Norton's archives when I visit there today and tomorrow. She stands in the forefront of archival techniques.

The Hall of Records in Annapolis is, perhaps, the most recent archival depository in the United States. This does not mean that records were not kept in Maryland before the Hall was opened on October 1, 1935. The materials of the Hall date from 1635, though the one document of that year is a copy of a will made in London. The first bona fide record book dates from 1637. It is the second record book of the old province of Maryland. The first has been lost or destroyed -- probably the latter -- for lo, these many years.

The old Provincial records, up to 1694, were made at old St. Mary's City. In that year of 1694, the Capitol of the Province was transferred to Annapolis, and the records were of course transferred also. Authorities were so careful of them that they were transferred with every precaution from one sheriff to another until they reached their destination in safety. How many records were lost in transit, who can tell? The greater part at least

reached the new Capitol. For all one can say, there may have been some destruction of loose manuscripts, and very probably was, a sin that we of our day can point to with shame.

During the War of 1812, when the British seemed to be threatening Annapolis, the Clerk of the Court removed the records to a place of safety. Later they were returned to their old home -- all perhaps but one, and that was not recovered until 1849. It is now in the Hall of Records.

As old libers were cut with much handling, they were recopied; and this explains why some of the records are not the original volumes of recorded papers but only copies. Sometimes both the originals, or parts of originals, and the copies still exist. They serve as an index as to what was lost or copied erroneously in the later volumes. Sometimes the copies are accurate, but at times they leave much to be desired. Where the originals do not exist, the poor archivist can only shake his head and sigh, and perhaps curse under his breath. There was considerable debate in both the Upper and Lower Houses about the records, which are enumerated volume by volume more than once. Often, as in the case of wills and testamentary papers, the original loose papers still

exist, and these are invaluable.

During the Nineteenth Century, many records (in addition to Land Records properly so-called) came to rest in the Land Office, a creation of 1680; others remained in the custody of the Court of Appeals, created in 1695. The first Court order of that year still exists. In 1883, by legislative action, many of the old volumes were transferred temporarily to the Maryland Historical Society in Baltimore and remained there until after the completion and opening of the Hall of Records in 1935.

A great many of the Provincial records were published by the Society in the series "Archives of Maryland", and publication is still going on. Publication was made possible by a subvention from the State. They also fixed up many of the records and made them very presentable, and as good as the records could be made.

When the Hall was opened, the manuscript holdings of the Court of Appeals were already in the building, and this fact made it possible for me to say on the opening day when I first unlocked the front door of the Hall that the State of Maryland had both an archivist and an archive, quite different from the archivist of South Africa who visited the United States recently.

Shortly after the opening of the Hall, these records preserved in the LandOffice, which had become a convenient catch-all, were transferred to the Hall with the exception of those bearing on Land and Chancery matters. This transfer covered old wills, both bound and unbound, other probate materials, revolutionary papers, and papers of a varied character. Other materials came from Anne Arundell and Baltimore County Courthouses, from the Municipality of Annapolis, from the comptroller and treasurer, from the Executive Offices, the Tax Commission, the Bankers' Commission, and from various other sources, including some papers from private persons. A valuable economic source are some hundreds of old account books dating from the middle of the Eighteenth Century. Thus, the papers already in the Hall touch the history of Maryland at many points.

I suppose the volume of papers in the Hall is much like those in other archives, especially those of the thirteen original States which were English Colonies. Yet, in its essence, the Hall of Records is only another archive, with like problems to the archives of other States and regions and entities. Wherever there is a serious purpose in the preservation of papers and a special archive has

been created, the same basic rules hold. First, the records must be gathered in; once in, they must be preserved; thirdly, they must be available to their public. Practices naturally differ from one institution to another.

It is proposed in the rest of the paper to speak briefly on archival practices, considered under

(a) Physical aspects

(b) Other aspects

The first relates to the physical handling of the records; the second, to other factors in their care and use. Both aspects relate necessarily to procedures in its Hall of Records at Annapolis, with some comparisons with procedure, perhaps, as practiced elsewhere.

It is safe to say that, with the creation and establishment of the National Archives of the United States a few brief years ago, people in every part of this country began to grow more "Archive Conscious", if in no other way than that a new field was offered for possible jobs. But much more significant was the fact that it became immediately apparent that the new organization could wield a great influence over archival procedures in other parts of the United

States. This has, indeed, been the case, both because the National Archives has been able to command the services of many specialists and because its manuscript holdings have reached such stupendous proportions. On the other hand, the newer organization could and has probably profited greatly from procedures long practiced in other older institutions. Yet, as is proper, the National Archives may well set the norm for archival procedures in the United States, if it is necessary or the States desire to have a norm. I do not care a great deal about a standardized way of doing a good many things in archives. By no means would I advocate that the procedures of this large center be followed slavishly by all other Institutions, for there are bound to be differences because of expense or because other Institutions may not be ready to give up old procedures for new, or because the mass methods of the larger Institution are not suitable for the smaller one.

But let us get on with our knitting. We have taken a leaf from the procedure in the National Archives and installed a fumigation unit similar to those in use here. Now, before materials enter the stack they are not only thoroughly cleaned but fumigated as well, and all materials in the stack prior

to the installation of the unit have been thoroughly fumigated, making it unnecessary to take them all out and fumigate them and put them back. A similar unit, by the way, has lately been installed or is about to be installed in the archives in Caracas, Venezuela.

In our repair room we adhere to the crepe-lining or silking method, though we are not unaware of the value of the lamination method. We expect to install the latter method for papers that cannot readily be washed or crepelined because of the poor paper and ink, but we are not ready to destroy the identity of our older and more valuable records by lamination. There is also a considerable body of papers of lesser value that can well be preserved by the laminating, both because of greater cheapness (once a plant has been installed) and because of greater rapidity. Besides the method of lamination employed in the National Archives, another process has been developed at the Marine Museum near Newport News, Virginia, which can be installed more cheaply than a plant similar to that in the National Archives, and which for that reason should be looked into by smaller archives, a very ingenious method.

It might be noticed in passing that the

lamination method has been developed in close connection with the Bureau of Standards, and so along strictly scientific lines. The tests made with papers in the Bureau or by outside men in connection with the Bureau should be noted carefully by archivists.

We have found it advisable, even with the loss of some little space, to file all of our materials horizontally. Many of our books are extremely heavy or bindings are loose so that any other method of filing would prove detrimental. This makes necessary a great many shelves, but it pays in prolonging the life of materials.

Our loose papers we place in folders after unfolding them, and place related folders in special boxes. We use a cloth-covered cardboard box in general, but not identically like the boxes in the manuscript division in the library of Congress. We have made our own kind of box.

So much for our physical technique. We are not afraid to change any technique when we are convinced that improvement follows. The poet's injunction about discarding old words and fashions holds in technical methods as well.

We accession our bound volumes, but thus far have made no attempt to accession loose manu-

scripts. As we set them into folders and the folders into boxes, we shall perhaps accession boxes or entire groups, but I am not at all sure that even this is necessary. Each box has a distinctive label, and each folder within a box its proper notation, so that we may have some sort of a shelf list.

In the matter of classification, we rely as much as possible on any old classification that may have been used. For instance, among the papers transferred in 1883 to the Maryland Historical Society and recently re-transferred to the State, there is a set of some eighty volumes which has long been known collectively as "The Rainbow Series", and from the color of their bindings as "Red", "Black", "Brown", and "Blue" books. It would be idle, not to say presumptuous, to change these designations. Again, the other bound or sewn manuscripts re-transferred from the Maryland Historical Society have acquired certain numbers by which they are known, as well as certain Liber designations. These designations will not be changed. The same is true of legal papers in the Hall. When new classifications must be made the simplest is of course the best. I think the National Archives has the most tremendous task of

classification in this country, for materials have been coming to it in hugh quantities. Surely none other than good sense can be adopted in any Institution.

We believe in indexing as fully and as completely as possible. Not only scholars but genealogists and others use our materials. We try to index every name whenever it appears in our records. It is a slow task, but it pays. We have now almost 150,000 cards in our catalogue drawers, besides a number of old handwritten indexes. These latter will be retired when possible. Among unbound manuscripts we are at present indexing two large bodies, our Revolutionary Papers and our Testamentary Proceedings.

We expect to calendar certain records as, for instance, the valuable "Rainbow Series", which we hope some time to publish.

Various of our old volumes have been photostated, the photostat bound, and the old originals withdrawn from circulation, where we can get at it. We repair the old volumes and have them bound into new covers unless the old ones will still suffice. Vellum bindings, we bind into the new covers.

We have not yet filmed any of our records, but we shall enter upon this branch of work in the

near future. It is quite possible also that we shall undertake the preservation of unwritten record, old dialects, old songs, etc., which are distinctive in Maryland, but are fast disappearing, by means of sound apparatus. All these media are legitimate archival procedures.

In our contact with the public we are often called upon to copy, either by photostat or by typewriter, certain materials such as old wills, acts of the General Assembly, etc., and to certify under the seal of the Hall as to accuracy. Many business concerns require certified copies of their charters. For these services we collect a small fee, and we have in consequence a business of a legal character.

I have not touched on the archivist's character as an educator of public opinion with regard to the archives under his care. In a State Archive, especially, if there is no law requiring county and other offices to transfer their records to the archives at regular intervals, the archivist must visit personally the different regions of the State, make addresses whenever possible, contact different organizations, and invite people to visit the archives. He must welcome visitors, and both within

and without the archives he must sell his Institution to those who he thinks will be able to influence the "getting" of the records.

Another thing, if the archives are not connected by law with a library or a museum or both, the archivist must set his face like a flint in keeping free from such obstructions. The archivist will need books for reference, but he has no call to make the archives into a library. Most of all, he must learn to refuse to accept objects properly belonging to a museum. Else the archives will end up by being neither flesh, fowl, or good red herring.

If, unfortunately, an institution is by law archives, library and museum, the ideal to strive for will be to keep these three parts distinct one from the other, each being accountable only to the supreme authority. This has been worked out well in some Institutions, but in others it has become a source of confusion and irritation. Historical societies must, perforce, from the very nature of their institutions, have the three-fold relation to their public, and some of them have well solved the problem of distinctivity.

Finally, and I hope I have not tired your patience, I do not believe that there is any great

virtue in a hard and fast standard of practice and procedure in archival institutions. Each archive must evolve that procedure that will produce the best results. Certain technical and other proceedings may approach a standard. The one great requisite is good common sense and freedom from dogmatism.

I thank you.

CHAIRMAN SCAMMELL: Dr. Robertson, on behalf of the assemblage here I would like to thank you for the gift of your experience.

About the only compensation in being called upon to be a pinch hitter upon an occasion like this is the opportunity to register a one-man protest against eloquent Chairmen. So I will proceed immediately to call on Dr. Samuel F. Bemis, of Yale University.

DR. SAMUEL F. BEMIS (Yale University): Ladies and gentlemen, what I wish to give this morning is a preliminary report of the Committee on the Training of Archivists.

This committee originally owes its existence to the appointment in 1936 of myself, as chairman, with instructions to appoint a committee and bring in a report with recommendations for the training of archivists. The chairman requested Professor Herbert E. Bolton, Dr. R.D.W. Connor, and Professor Theodore D. Pease to serve with him. All three gentlemen accepted, but subsequent communications, in the spring and summer of 1937, directed first from New Haven and later from Palo Alto, California, to Professor Bolton having elicited no response, the committee with regret has been obliged to go forward with the preparation of the report without the aid of the assuredly valuable ideas of Professor Bolton. The Chairman later requested Professor Ralph A. Lutz, director of the Hoover War Library, to serve on the committee and that gentleman accepted the responsibility.

After some preliminary deliberation, conducted by correspondence, the committee accepted

the proposal of Dr. Connor that in constructing a plan for the training of archivists in the United States we should pay particular attention to the practice of foreign, particularly European, countries, whose extensive archival history affords a larger volume of experience than is available in North America. We have not had the time to pursue a thorough investigation into the general history of the training of archivists, indeed a monograph on this subject is a very appropriate task for an American historian today. Nevertheless the perusal of some special literature, and the travels and observations of the different members of the committee afford the following general statement. Early in the 19th century it was the custom to designate as chief of archives some literary or historical personage generally considered as an ornament to the nation, who could draw from this post sustenance for his own support and leisure for the pursuit of literary or historical activities -- this custom still prevails in certain countries, notably Spain and those of Latin-America like Brazil, Peru and Chile. Archival subordinates were generally selected from persons trained in jurisprudence rather than in history.

Advance toward the goal of formal special training for archivists was registered during the latter half of the 19th century by a tendency to select archivists more and more from the ranks of historians, and more and more from historians who had had a formal university training in historical criticism and paleography. In France the Ecole des Chartres became the predominating influence (if we exclude always mention of political favoritism, as we do in these paragraphs).

In England, archival appointments appear to have been made from plausible university graduates, of highest standing, who had passed the general examinations for the civil service; upon appointment they were thrown into an apprenticeship of copying documents, preparing inventories, indexes and calendars, and assisting in the general processes of publication. The classical basis of the English civil service together with this type of apprenticeship, divorced as it is from any intensive preliminary training, does not appear to have borne ill results, as can be testified by any American scholar who has used the admirably organized and serviced Record Office or the manuscript rooms of the British Museum.

In Austria it was the instruction afforded by the Institute for Historical Research which, in the second half of the century, began to supplant legal training of the universities in education for archivists. In 1895 resolutions of the archival authorities were passed in favor of appointing to all archival positions graduates of the Institute for Historical Research, which is a department of the University of Vienna, and in 1927, an ordinance of the Austrian government declared it obligatory for all Austrian state archives to make appointments only from candidates who had been trained in the Institute of Historical Research and who had successfully passed examinations. In recent years the curriculum of the Institute has included a special course of lectures on public documents as well as on diplomatis, paleography, the conventional historical courses, and Archiv-und-Bibliothekskunde.

I think it is very unfortunate that we do not possess appropriate terminology for archival discipline. It is certainly not archival science. It is more than archival practice. It seems to me best conveyed by this German terminology.

In Germany during the latter half of the 19th century, historians began to supersede jurists

as exemplified by the appointment of Heinrich von Sybel by Prince Bismarck in 1875, as director of the Staatsarchiv and the beginning of the "Publikationen aus dem Preussischen Staatsarchiven". This was the beginning of the tendency to appoint historians as archivists with their staffs drawn from Doctors of Philosophy trained in the historical seminars of the German universities.

In 1917 a decree of the Prussian ministry required for admission into professional archival service in the state archives the following:

(1) passing the state examinations in philology;

(2) a year's course of special training in the Prussian state archives, after which the candidate was usually obliged to undergo a year's apprenticeship in some "provincial" archive;

(3) a reorientation in the set-ups for examination to which university graduates were admitted;

(4) extension of written examinations to analysis of medieval sources in Latin and German and of German and French documents, as well as an oral examination to demonstrate familiarity with the archival

practice, jurisprudence, and historical methodology.

From this rigorous requirement it was but a step to the organization in 1930 of a special Institute for Archival Science and Historical Training in the Prussian state archives in Berlin-Dahlem (Das Institut fur Archivwissenschaft und Geschichtswissenschftliche Forbildung am Geheimen Staatsarchiv in Berlin-Dahlem). This institute has the distinction of being the most serious and rigorous school of higher learning in the world for the special preparation of archivists. Requirements for matriculation are: intention to pursue an archival career, sound and personable health as attested by a state physician, and a degree of Doctor of Philosophy in history from some German university. Successful completion of the one and a half year's course is not a guarantee of appointment, although it is a pre-requisite for appointment.

The curriculum assumes a general training in history, as attested by the Ph.D. degree, and an acceptable thesis; a training which must have included historical research and methodology, paleography, historical geography, legal history and Germanistik, whatever that is. Instruction in

this school tends to be of a technical nature: further intensive work in paleography, training in use of historical sources of the Middle Ages, particularly dealing with the Empire and the Papacy, and practice in the critical examination of manuscripts, establishment of their authenticity, significance of their content, etc; chronology; geneology; heraldics.

The candidate is then initiated into some experience in the preparation of manuscripts for editing and publication. His final examinations include not only these subjects but jurisprudence, economic and social history, German fine arts and the Polish language.

The organization and curriculum of this institute are most interesting for those of us who plan the organization of curricula for the training of American archivists, but, of course, this particular technical background, while essential to German archivists, is not indispensable for American archivists, or even desirable in many of its details. The rigor of the qualifications and the technical excellence of the curriculum, including, as it does, the element of apprenticeship, in association with professional archivists, is a model toward

which our instruction might strive as an ultimate goal.

In Spain the state archives have been staffed by government appointments, made in a hit-and-miss manner from likely university graduates with a background of legal or historical studies. I think that is the most charitable way in which we may describe the appointments in Spain. A few of these appointments have been very fortunate and have developed into distinguished and scholarly archivists. The same may be said of Italy, which has produced that eminent leader of archival "science", Signor Casanova; and in the Latin-American countries.

In the Argentine today the Institute de Investigaciones Historicas is making its influence felt for the best in archival appointments, changing the emphasis from a legal background to historical training after the fashion of European practice. And from personal experience, I can say this Institute de Investigaciones Historicas is the best institute of its kind in the New World, and indeed, since the discontinuance of the Carnegie Institute division, in that line the only one in the New World.

The reader will note the relatively small stress placed by the best foreign practice on so-

called library science, and the overwhelming insistence on historical erudition, scholarship, constitutional and legal history, all this emphasizing the particular country concerned, and linguistic accomplishment in the relevant documentary fields. It is the historical scholar, equipped now with technical archival training, who dominates the staffs of the best European archives. We think it should be so here, with the emphasis on American history and political science. A course in "library science" would be useful, particularly for purposes of classification, and for the arrangement of libraries auxiliary to archival practice.

But there is a distinct danger in turning over archives to librarians who are not at the same time erudite and critical historical scholars. They tend to put the emphasis upon classification and administration too much, although these things are necessary, and on mechanics rather than archival histology and the sacred <u>principe de provenance</u>, to which they are usually oblivious.

The committee has recently witnessed some distressing examples of the decimal system turned loose in government archives. Originally the archives of the Mexican Ministry for Foreign

Affairs were built up in the conventional order, by countries and ministries from which the documents issued. It is today the custom in some foreign offices, as in the United States Department of State since 1906, to classify the documents by subjects according to a decimal system of cataloging rather than by words.

Legations abroad, and all officials in the ministry, are instructed in this new filing system which has its superior advantages for administrative purposes, although it presents difficulties for the historian. The archivist, however, has only to adapt himself to this system of filing when it begins, when the documents begin to flow in by the new order. But in Mexico a very efficient and zealous archivist, trained in modern library methods, has reorganized the archives of the Ministry of Foreign Affairs according to the decimal system applied ex post facto, completely scrambling up the archives which hitherto had been conserved and used according to the old order. It is as if one took a printed book and rearranged the paragraphs and pages in alphabetical and sub-numeral order according to the items of the index! Impressed by the assiduity of this young man, the Mexican

government has given him and his disciples carte blanche with the decimal system into one departmental archive after another, with results paralysing alike for the historian or the administrator. This ex post facto application of the decimal system is likely to wreak further havoc at the hands of librarian-archivists.

In archival science the librarian can play a useful role, more useful than is admitted in European practice, but it should always be a subordinate role.

After review of foreign practices, and consideration of the peculiar needs of American archives, the committee arrives at the following conclusions.

At the outset it might be stated that in the training of archivists it is possible to distinguish between two groups: the first, or more exalted group consisting of persons seeking education and training for the position of responsible archival direction in major municipal, state, and national archives. These might be designated as archivists of the first class. The committee believes that such should be recruited from the level of training required for the degree of Doctor of

Philosophy in American history or I might in Political Science in some instance, according to a preparation based on a curriculum which will be set forth briefly below.

The second group will consist of archivists of small municipal divisions, county, state and special commissions, authorities, and establishments of minor political significance, as well as archivists for business firms, corporations, banks, and other private enterprises. It is conceived that this class of archivists would require a less formidable and scholarly preparation, one equal to that of the Master's degree in the social sciences, with a support in library technique. In the remarks below, each of these groups is separately considered.

Group 1. Archivists of the first class. To begin with, candidates for such training should have received a college education, specializing in the social sciences, including a reliable knowledge of the American political system and its historical development, together with the history of the United States and a broad knowledge of modern history and international relations. A reading knowledge of French and German acquired in undergraduate days is of good value for graduate work where these

languages are indispensable for the first class archivists. As for graduate instruction to include a university training for archivists, it is suggested that a special instruction for those who intend to enter into archival work might be easily grafted onto graduate instruction in American history in any first class American university.

The existing instruction in American history, leading to the degree of Doctor of Philosophy, offers fundamental elements for a sound preparation for archival careers, but the student intending to go into professional archival work should be directed into a thesis which would cause him to handle manuscript material of some considerable range and out of official archives, thus affordin him training in such problems of diplomatics, and paleography as can be associated with American history.

In pointing up a course of graduate study in history designed to meet the needs of archivists a course, or courses, should be introduced on the history of archives, and on archival practice, past and present; and the student should be made acquainted with the special literature dealing with archival work, particularly abroad, and notably

in Germany, France, Holland and England. It is believed that one comprehensive course could include all these subjects and that such a course might be indicated as a substitution for another course which the graduate student might otherwise have taken.

A course containing the elements of library practice and classification is also recommended. Teachers should insist further upon an absolutely uncompromising stand for competent knowledge of French and German as indispensably necessary for the matriculation of any student who intends to go into archival work. Spanish also would be desirable. These languages, particularly French and German, are indispensable for adequate study of archival practice abroad. Associating the training of archivists with work for the doctorate in American history will afford to the student some latitude of choice for a later career; after he receives the degree, if he does not prefer to go into archival work or does not find the proper opportunity to do so immediately, he would still have an avenue of teaching American history open to him, and vice versa.

The committee remains much impressed by

the German example of apprenticeship as a part of the course for the training of archivists and believes it worthwhile for those universities embarking on such a curriculum to consider the possibilities of a voluntary apprenticeship with the national archives at Washington, or with appropriate state archives. So much for Group 1.

Group 2. Archivists of the second class. As a graduate training for the second group of archivists mentioned above, it is believed that a two years' course of training on the level of the Master's degree should be erected on an A.B. degree in the social sciences, - the same pediment for graduate work for governmental archivists mentioned in class one. The courses taken in graduate work should include special seminar instruction which will evaluate and appraise documentary materials and courses in American local government (in particular state and local documents), economics and sociology, with special attention directed to the records and particularly public records which exemplify these subjects. Before or after the two years of graduate work in history or political science there should be a selected course from the school of library instruction, particularly in the

federal and state documents, bibliography, classification and cataloging, supplemented by practice work designed to fit all the matters together with special reference to archive practice.

It should be possible for competent students to graduate, if they desire, from this Master of Arts work into the Ph.D. work for archivists of the first class above described.

We believe that the quantity and quality of Ph.D. instruction in American history makes it possible easily to insist upon the Ph.D. degree for the profession of archivists of the first class, but that it might be too rigorous an imposition on young persons who wish to support themselves in such work to insist that they be given Ph.D. training for archivists of the second class; these could content themselves with the requirements for archivists of the second class.

The committee believes for the great majority of the average candidates for the archival profession that the graduate training above suggested will be of the greatest value, indeed indispensable; but we do not wish to dismiss the possibility of promising young men and women rising by hard work and self-discipline and study from the very lowest

ranks of archival employment to the top, even without formal university training. After all, education is self-education. Universities and teachers are helps and short cuts to success in determined efforts for self-education and personal advancement.

I thank you.

CHAIRMAN SCAMMELL: The report of Dr. Bemis brings to mind a Scottish saying:

"Some hae meat wha canna eat
And some hae meat wha want it.
But we hae meat and we can eat
And sae the Lord be thankit."

Before we go on, I have an announcement from Dr. Pease. It has been suggested that this and the other morning session be held one after the other. That is, in case any of you were thinking of dividing your attention. The papers announced for this same period of time: "Archival Journals" will be given immediately after the close of this session.

Now, we will continue with the dessert. Mr. W. Edwin Hemphill, Acting Archivist, University of Virginia Library.

DR. W. EDWIN HEMPHILL (Acting Archivist, University of Virginia Library): I might well wish that my position on the program today and that of Dr. Bemis had been reversed, for the report of the Society's Committee has been given and leaves very little to be said.

The position of archivist is a peculiar position, standing between the position of librarian

and the historian, or perhaps in a broader sense the social scientist. The peculiar thing about the archivist's position is the newness of his profession. To a group of this sort, it is commonplace to remind you that as a separate, independent profession the so-called archival science is a new development.

In the discussion of archival training, the problem resolves itself largely for its beginning around the fact that the chicken has preceeded the egg. Archivists we have already with us. What training they should have to become archivists is not yet affirmatively determined.

The question of definitions comes largely to mind. I believe it was Paul Thayer who said: "If you debate with me, define your term". The final definition of the archivist has been given to you in Dr. Bemis' paper. With this definition I am in through agreement. Consequently, there seems to be little for me to do but add to the statement of Dr. Bemis my approval of virtually every single statement he made.

As between librarians and historians, if an archivist must choose one course or the other, it seems his dignity as a profession will

be better guarded if he pursues history rather than the library science. Practical considerations can come to our attention in this case. The present curricula of the very best library schools, even what we might call graduate library schools in America, leave very little room for the election of broad, general historical groups which would develop erudition, scholarship, and ability to evaluate and interpret archives. Instead of giving room for the election of what we may call historical training, the present curricula of library schools in this country deal largely with matters of cataloging and clipping. The training received in library schools is functional. It has to do with technique and method, with the tabbing of the proper form for the card catalog. Courses of bibliography, courses of history, courses which give some broad conception of historic method, what we might call the scientific method, courses of this sort are not available in present day library schools and could only, I believe, with difficulty be established in our curricula.

Such training as the archivist needs to give him that scholarship which we believe should be inherent in his position, can best be secured in connection with graduate work in one of the social

sciences, perhaps such as political science. It would be a very simple matter, as Dr. Bemis has pointed out, for courses to be selected in this graduate education which would give some slight general technical knowledge, and which would provide an opportunity for the student to do not only hiw own independent research and thereby gain technique on historical research, but also to become somewhat familiar with the history of archives and with the development of history or perhaps even literature or political science.

When the archivist takes over his job, he can secure by experience such information concerning the proper form of making his material accessible, such as how to write a catalog, or he can depend very largely upon some associate in his institution which in almost every case he undoubtedly will have. Or he can rely in many cases upon his assistants for the practical matters such as repairing of manuscripts. In small present-day American institutions, it is more economical that assistants perform the manual functions of repairing manuscripts and carrying on microphotographic and such other technical problems, than that the archivist himself personally not only superintend

but actually perform these operations.

Hence I conceive the function of the archivist to be that of the scholar who presides with an air of dignity and with an air of authority over his manuscripts. He should not be disturbed and interrupted in his study by the procedure of cataloging and preparing manuscripts personally, and such other small details of his art. So far as possible, these should be the independent functions under the general supervision of his subordinates. In most of our present-day institutions such are the actual arrangements today.

With the dicta laid down by our Committee through its chairman, Dr. Bemis, that the archivist should be trained in a graduate school on a level of study which, if any degree must be mentioned at all would be a Ph.D. level, I am in complete agreement. In doing the independent research and study for that degree, there seems to be the best practical method for his acquiring the scholarship which should attach itself to his position, the Ph.D. level of study, and then if we must insist upon some certificate or some degree that should be the proper requirement.

The question of certification has not

been touched upon by the preceding speakers. The number of archivist and archival positions in the United States is small, and will probably always be so. We as a profession cannot expand to a growth comparable, for example, to the growth of the library profession since the establishment of the American Library Association in 1876. There is simply room for more librarians in this country than for archivists. We will always be a small profession in number.

Finally, the question of certification is also conditioned by the practical consideration that the agencies for the appointment of archivists are numerous and cannot be very rigidly standardized in the matter of requirements which they will exact on the prospective applicant. Presuming there were to be forty-eight State archivists in the United States, you can picture quite readily to yourself the difficulty in securing similar registration in each of the forty-eight States in regard to the certification of archivists. The practice in Virginia in regard to certification of librarians and others of their ilk is simply as follows: The present-day State laws require any librarian in a public library -- that is, a library supported by

public funds -- who is of sufficiently high rank to be classified under the regular definition of professional librarian, to have a library science degree as a prerequisite for a job. The leaders in Library Science in the State of Virginia are not yet certain what definition for the professional librarian -- how the definition of professional librarian can be twisted to take care of, either to exclude or include, certain special librarians such for example as Law Librarian of the University.

The question of certification is actually handled in Virginia by a State Board for Librarian certification. This Board is chosen by the Governor, and numbers three. The Governor's choice, however, is very definitely limited by the fact that the Executive Committee of the State Library Association in Virginia nominates five men or women for this certification Board. Since the choice of the certification board lies largely in the hands not of the Governor but of a group of prominent librarians in the State, there is little doubt but what the question of certification will always be removed from politics, and will always be considered by librarians as professional craftsmen or scholars.

The law requiring in Virginia a library

science degree in a publicly supported library might well, I think, be amended or revised in order that there should be the possibility of substituting the words "or its equivalent" in the law. The library science degree or its equivalent might well be the requirement instead of the rigid requirement for a library degree. The Board of Certification would be a very adequate agency, under its present set-up, to decide what the equivalent should necessarily and properly be, but the fact that the law in Virginia is not the law elsewhere leads us to the practical consideration that from the standpoint of State certification for archivists in all probability we will never have any general uniformity or practice.

So the dictum of the Society of American Archivists, then, in laying down the program of study for archivists may actually be a very effectual recommendation, especially in such States as Virginia where librarians will have a direct charge over the question of certification.

I thank you.

CHAIRMAN SCAMMELL: Thank you, Dr. Hemphill. I suppose Doctor is the correct title, judging from the discourse.

Now, we have about fifteen minutes left, in view of the announcement that the session on Archival Journals will follow immediately after this session which puts upon me the necessity of setting an arbitrary time limit for the digestion of all this meat. I think the digestive process will have to be deferred to private sessions.

We can hardly dispense with at least some discussion from Mr. Lester Cappon. I will ask him to lead the discussion.

DR. LESTER J. CAPPON (Archivist, University of Virginia): I feel much as perhaps most everyone else feels here since the report of this committee has been given. I for one very promptly agree with all the points that have been made by the committee through Dr. Bemis. I do not know that anything else remains to be said.

I would like to stress the point that has been made of distinction in the training of archivists between the scholars and the craftsmen. I think we can take a lesson from some of the experience which many people have had in the field of library work. The librarian profession grew up very rapidly in late years of the nineteenth century and the early twentieth century, and really

got ahead of itself from the standpoint of planning and the question of training. Because there was such a wide field open, and many jobs available, it grew like a weed, and the librarians found themselves in a position very difficult to control. You have the unfortunate circumstance of having a peculiar mixture of craftsmen and scholars, and there is opening for more craftsmen than scholars.

That has meant within the librarian profession itself you have a mixture of people who are really scholars in the finest sense of the word, and others who are merely thinking of routine pieces of work of cataloging or reference work or whatever it may be. Yet they are all librarians, so to speak.

That is particularly due to the fact that the field for library positions is very large, and that the library positions vary greatly in what is required, the small public library, the research library, the university library, and all of the rest of them. There is such a wide variation that there must inevitably be a wide variation of the people in the business. That has meant a distinct disadvantage to the librarian profession in the finest sense of the word from the standpoint

of scholarship instead of craftsmanship in doing the various technical jobs that have to be done in those institutions.

I think the archivists in these preliminary years are facing some of the same dangers. It is true we are a much smaller group, and will always be. The number of positions will be relatively few. But we are faced with the same danger of rank growth without proper pruning, and that will fall chiefly in this field of archival training. I am particularly glad the committee has stressed the importance of training all archivists upon the Ph.D. level.

Another point, too, should be mentioned or attempted through this Society, of trying to limit the number of institutions which will go in for archival training. There, again, the tendency always in America, when someone gets a bright idea, is that everybody jumps for it, to be on the spot first. I think we have a chance through the prestige of this Society to try to limit the number of people, the number of institutions so located not only geographically but chiefly with regard to official archives or manuscript collections of historical societies, where archivists can get some

training, so that somehow through the Society it may be possible to set up a plan whereby these institutions will actually be offering courses in archival training. And perhaps also through the society it may be possible to develop some kind of clearing house through some agency whereby the requirements for that training will be specified and whereby we can gain through our technical cooperation with such institutions -- we might be a clearing house for every Board of Examiners, so that as far as possible we can build up a uniform system, control it as far as possible by people in the Society who presumably are the best qualified to handle that situation.

CHAIRMAN SCAMMELL: The harvest truly is boundless, and we have room for a few more laborers.

A VOICE: If Dr. Buck is here, I think we would be interested in hearing from some of his experience at Columbia.

CHAIRMAN SCAMMELL: Dr. Buck.

DR. SOLON J. BUCK (Director of Publication, National Archive): Mr. Chairman, the course that has been organized at Columbia University, or the work that has been done toward the program being developed at Columbia University is almost identical

with the plan outlined in the report of the committee. The program is as yet very tentative and informal. No schedule of courses, required courses, has been worked out. A single course, a special course, has been set up on archives and historical manuscripts.

It is recognized, however, that the background of scholarly education is of fundmental importance, and the students who are interested in preparing themselves to become professional archivists are expected to consult with the director of the special course with regard to their general program of education. And a list of courses that are considered useful as a background, general educational background, has been compiled for use in discussing theprogram with those students.

The course itself it is expected will usually be taken by second or third year graduate students. The course as it is developed -- it is very tentative as yet -- consists in the first place of a broad survey of the history, organization and activities of archival associations and agencies that have the custody of manuscript collections throughout the world. It is being conducted more or less by the seminal method, with students making studies and presenting oral reports to the class

of their discoveries. The second part of the course will be organized on the basis of special topics, special types of material, special technique and phases of archival work, and there will be no attempt to do extensive work on the various technique of archival activities, but an attempt will be made to familiarize the students in the literature of not only the English but foreign languages in archival practices and technique, and to give them a basis for further study in those fields. Then it is anticipated those students who wish to become professional archivists, in addition to going ahead for their degree of Doctor of Philosophy in history or one of the social sciences, will be permitted to come to Washington and take a more extensive course, practical course as it were, in the National Archive, where they will serve more or less in the capacity of internes for a period of possibly six months or longer. The period has not yet been determined.

That in general is the way in which the course of training for archivists is worked out at present in Columbia University. We feel the course must be worked out gradually, and it is subject to modification.

I have been asked a great many questions since I arrived last night about the course. You might be interested to know there are fourteen graduate students, mostly graduate students in history, who have registered formally for the course, and two or three taking it as auditors. That is a larger group than I anticipated, and I would prefer to work with a smaller group. All of those students are able to read French, and a few of them are able to read German. Some of them are able to read Spanish or Italian, but not very many. The language equipment is not as broad as I wish it were. About half of the students say they expect to prepare themselves -- are looking forward to the career of professional archivists, and the rest of them are taking the course because they think it will be valuable in connection with research for the Ph.D. degree in history. They are permitted to take the course, but are told the point of view of the course will be definitely toward the training of archivists.

There are of course a number of people who at the present time have custody of archival material, either business or private or historical manuscripts.

The class is very interesting, and a very varied one. There are two Chinese students in the group. There are two Catholic Priests in the group, both of whom are interested in the problem of the preservation of the records of the Catholic Church.

I do not think I have anything more to say.

CHAIRMAN SCAMMELL: As you all know, Dr. Buck speaks as one having authority and not as a novice. Sparing anyone the embarrassment of following him, I suggest I close the discussion, and in order that we may give our undivided attention to the following program, get up and move around a bit before we reconvene.

(Which were all the proceedings had on the subject of "Archival Training" on the day and date aforesaid.)

Springfield, Illinois,
October 25, 1938
10:00 O'clock A.M.

CHAIRMAN MARGARET C. NORTON: (Superintendent Archives Division, Illinois State Library) This is a round table on Classification and Cataloging. This discussion is sponsored by the Committee on Classification and Cataloging.

When the National Archives started its cataloging work in 1936, they found the American archivists are very much in the situation the librarians were in 1876. There have been libraries as far back as the memory of man goeth not, but there was no method by which large masses of materials could be handled in such a way that it could be found. The old fashioned way of arranging the books on shelves in the order in which they were purchased, or alphabetically, simply broke down.

European archivists have been dealing with quite a different type of material from that which American archivists have to deal with. The European archivists hardly know anything has happened since 1800. Most of the archives most of us are handling date certainly past 1865, and largely past 1900. Most of the cataloging which

has been done so far has followed the European plan whereby individual documents were cataloged. However, when you are cataloging individual documents in the Governor's file, for instance, which may run into seventy or eighty large transfer drawers in a year, you have got to have some method of taking care of those large masses of material.

In 1936, we in Illinois published a very hastily prepared little booklet on the cataloging of Illinois archives. That is absolutely obsolete, and I hope all of you who possess copies will promptly throw them in the waste basket. Please do not follow that, because it is all wrong. We have been experimenting now for two years in the national archives. I do not know whether all of you received it before you left home --

A VOICE: Is that archival experience that we should throw away?

THE CHAIRMAN: It is not archival experience, but if you really love your friends you conceal their faults.

We, the Committee on Cataloging and Classification, feel that cataloging rules are still too experimental. In the first place, we do not know enough about classification as yet.

Dr. Evans' group has for the first time now made available to archivists a large enough mass of material on one phase of our work, counties, to give us some basis for knowledge on classification. However, we are a little further along in cataloging than we are in classification. We still do not feel we are ready to make a finished report.

The members of the committee suggested I, as chairman, bring up to date our Illinois cataloging rules, and with the advice and criticism of other members of the committee we should publish this as the rules of the Illinois State Library. However, in spite of it bearing that on the title page, the work is largely that of Mr. John Russell, of the National Archives, as well as myself, plus the criticism of the other two members of the committee, Mr. Haselden of Huntington Library and Mr. Hill of the Classification Division of the National Archives.

This pamphlet was mailed to every member of the association last week, and you will find it at your homes when you return.

Now, it seemed to us that we should spend this period we have today discussing some of the

problems of classification. About the only thing you can read about classification is that you should follow the Principle of Provenance. Having accepted that Principle, where do we go from there? As I see it, there are two things involved in classification. One is to understand you are classifying your records in accordance with the Principle of Provenance, but the department that collects the record has a part of the legal documents of its department, the legal records of its business transaction. And you do not classify them by -- for instance, if the Governor writes a letter to the Auditor and you get that letter in the Auditor's correspondence file, you do not show it under the heading of Governor but keep it under the head of "Auditor's Correspondence". I think we all agree on that. I do not think there is any danger of difficulty from that.

Now, our next problem is how to make that material available once we have it under the department. We have what we call Series, and I am not going to attempt today to define Series. I did attempt to in the Catalog Rules.

The Series, though, we must remember originated in the department and not with us. That

explains a great deal of lack of logic in the Series. The usual origin of Series was that originally everything was thrown in one file. Then the Auditor would have a clerk, and he would say: "John, you take care of these records". So John started his filing. Then the next biennium he got another clerk and said: "Tom, you had better take care of these records". Every time there was a change in clerk or in administration, another Series was started. And you will find, for instance, the Notary Public bonds in Illinois classified, the earlier ones, under executive file, and others under Notaries' Bond. These originated in the department, and therefore we keep them together.

Now, we must have some system or arrangement of taking these series so that we can find things when they come and ask us what we are going to do with them. That, it seems to me, is largely the problem we have before us today. That is, what are we going to do with these various groups of records within a department?

I have asked several of the people here to lead in the discussion of that. Dr. Roscoe R. Hill, of course, of the National Archives, is the logical person to tell us about classification,

because he has probably done more than anyone else except Dr. Evans' group. He was unable to be here because, as usual, he is about to start for South America or some place to represent somebody. But he did send one of his assistants, Mr. David C. Duniway, and Mr. Duniway will read what Dr. Hill has sent to us.

MR. DAVID C. DUNIWAY (Classification Department, National Archives): Dr. Hill also sent a letter, and told me if there were additions to be made according to what others have said I should try to make them. I hope I can amplify to some extent some of the remarks Miss Norton has already made.

I think the most important single thing about the whole question of classification is, as it appears, once you have allocated those records to your office, the classification is comparatively arbitrary, depending upon series that were created by the office, and the call number system which you use for the purpose of finding your document and for the purpose of arranging them in some sort of groups is purely your own matter. I do not think we will ever have a permanent grouping that we could expect to find in every office with the same type of number. There are too many different kinds

of files. That is one of the first things we have begun to learn and to realize.

Classification is a fundamental and necessary factor in archivology. It is the first process to which records should be submitted when they are transferred to an archive. The purposes of classification are twofold. First, it should afford an organization of the materials in accordance with the historical development of the government. Second, by an adequate system of numeration it should provide for placing the records on the shelves in such order that they can be readily available for consultation either by governmental officers or by scholars. Any system of classification which fails to accomplish these two purposes is in reality inadequate.

The classification scheme for the papers of any governmental agency deposited in an archive should reflect the organization of that agency. It does not mean, however, that all the details of organizational development will be represented exactly. This is impossible due to changes which oftentimes are of such character that none of the records can be ascribed properly to the subdivisions which originally maintained them. Further, it may be the result of the disappearance of records as

well as other factors. Nevertheless, the essential feature of having the scheme reflect as far as possible the organization is a very important point in classification.

I think it might be added here that those departments whose records disappear, and whose records you already have, that information is information for the cataloging and not for the classification. And that is the principle I think the Archives are proceeding under at the present time.

Classification in an archive differs from that in a library. Ordinarily the materials in an archive are unique, and, furthermore, the records of each agency differ from those of others because of the functions performed and the manner in which they are executed. In addition, the ideas of preservation and arrangement of records in any agency are usually limited to making them available in the ordinary course of business. Thus, while a general subject scheme can be evolved which is applicable to many libraries, the plan of classification in an archive is by agency, function, form, and subject, and, therefore, any archival scheme can be applicable to only one collection of records. Thus it is that the classifier must allow the records

themselves to indicate the course of classification.

Relative location rather than fixed shelf location is the ideal for archival classification. It is not always possible to determine the permanent place for papers when they are received, and, obviously, changes will have to be made. Fixed location has been used in archives more than any other system. Even today there are those who assert that it is not possible to arrange papers in accordance with a classification scheme because of size or other differences in the character of the records. But if the classification scheme is not followed, then it becomes necessary to develop a second scheme to work the classification scheme, and that, of course, is far from the ideal and will result inevitably in the resort to the "human index"; that is, some individual who knows the corner in which a given small group of papers is to be found. An alternative might be classification by the size of the paper on which the records are written or by the fact of binding or lack thereof, but such a plan is not recommended.

I know personally that in the archives of the Food Administration, we have classified without paying any attention to the size of

documents, and consequently in shelving they have had to use a great number of cross references to places where ordinarily you have oversize sections in your library. We have a section with oversize bound books, and there are the ordinary correspondence files, and there are the legal paper size, and there would be the card files. That is about the three groups you have in shelving. I do not know, but I understand they hope to solve the shelving problem so that those things can be inter-shelved in some scheme. I do not know how successful they will be, but they have hope.

In general, the documents which come to an archive have had some kind of order. This order should in all cases be maintained if the papers are well arranged upon arrival. Restoration of the primitive order is advisable when disarrangement has occurred. I have been asked several times what we are doing about that, and I think that is our answer to the question. It is a matter, I think, of great delicacy of decision, and takes a great deal of study to determine exactly what the former order of something that is now just a mess is.

The organization given by the agency to

its records is then incorporated in the more general scheme of classification which is developed by the archive. The administrative agency is little interested in the relationship of the different series of records which gradually accumulate in the office but simply desires to have them available for current use. Hence it is that a collection from a given agency may consist of a great many groups of papers, either large or small, which may be taken as the units for the purposes of classification. The variation in size of what we call series is very great. We have everything from one-third of an inch up to three hundred and seventy inches, and even more.

In The National Archives the smallest unit is commonly denominated a "series of documents". This is a rather inadequate term but is the best that has been suggested so far. The word "series" is not a concrete noun but rather the indication of relationship of things. So, ideally, a series of documents should be a number of them arranged in a definite serial order. However, many times papers which are placed together and form a unit are termed a series when in reality they do not possess the true characteristic of a series. It

should be noted that a series of documents varies greatly in size, but that is no difficulty as long as they possess a unity as to subject matter or form.

In developing a scheme of classification for an archive, the use of a symbol is essential. In the work of The National Archives a symbol of three elements has been evolved. First, there is the designation of the major collection which, following the English and Spanish practice, is a name or mnemonic designation. For example, "State", records of the Department of State; "Senate", papers of the United States Senate; "WIB", records of the War Industries Board. The second element is the organizational indication which consists of a number or a number and a letter placed to the left of a hyphen. The number indicates the major divisions of the agency and the letter subdivisions thereof. To the right of the dash the designation of the groups of records in the agency and the series of documents within each group are indicated respectively by a letter and by a number.

I think I will repeat that again. To the right of the dash the designation of the groups of records in the agency and the series of documents

within each group are indicated respectively by a letter and by a number. The groups are made up on the basis of either form or subject, or a combination of the two, depending on which seems best to bring out the relationships of the different units making up a collection. This system appears to have decided advantages, because its flexibility provides for the varying number of divisions and subdivisions which occur both in the organization and in the grouping of the records and permits the addition of materials in approximately the proper place.

I have with me in my brief case several examples of our classification scheme. There is only one which has been reproduced, and that is for the use of archives. I have a copy of that also. Any of you who wish to see it, I will be very glad to show it to you.

I have just been out to the west coast, and have talked to a great number of people about what we have been doing, and the arbitrary use of letters such as we have been using seems to be quite feasible not only perhaps in the ordinary State archives but, so far as I can figure out, it might be used in large business collections

that come to a private manuscript collection where you have a variety of matters. You receive correspondence files, diaries, minutes, you might have account books and other types of documents, that have been kept in separate series, as we call them. They have been kept together and grouped together by the person who originally owned and used them, and such a scheme could be simply used, I think, in such a collection.

I think that is all.

THE CHAIRMAN: There is a great deal of meat in those three or four pages, and so far as I am concerned I could talk the rest of the week about things I agree with and do not agree with on that. But before we start the discussion, we will go on and have all of the discussion leaders speak, and any time which is left we will use for the general discussion.

I will call on Mr. D. L. Corbitt, of the North Carolina Historical Commission.

MR. D. L. CORBITT (The North Carolina Historical Commission): Miss Norton, ladies and gentlemen, I feel very much like the candidate for sheriff of a certain county. He carried on an extensive campaign throughout the county, and he had fifty-five votes on election day and his opponent had 3,500 votes. The next morning he went out on the street, and he had two revolvers on his belt. One of his friends walked up and said "Bill, why are you carrying those revolvers?" He said "You were not elected sheriff". The unsuccessful candidate replied "I know, but if I have no more friends than that, I need protection".

Miss Norton asks that we confine our remarks to classification rather than cataloging. I agree with Miss Norton that such a limitation is wise. Classification is one of the most important functions of archival administration, and I dare say one of the most complex and difficult to standardize.

If I am not mistaken, the majority of archivists throughout the State use a method of classification according to series and subjects, and arrange the archives chronologically. I make such statement from glancing through the one hundred samples gotten out by the Historical Record Survey. Of course it is necessary to have a clear understanding and an accurate knowledge of the functions of the office of origin in order to classify properly the archives. An archivist must study the office

of origin and its functions as well as the material which that office transfers to his care and preservation. This statement, I am sure, has been made time and time again, and is throughly understood by all who are present.

Classifying according to subject or series means that the materials from the office of origin shall be selected according to the character or nature of the material and placed in one group or series and then arranged chronologically. For instance, we may receive from the Governor's office a number of volumes which contain material which, because of the contents, forms a series of letter books, appointments to boards and commissions, books of notaries public commissions, parole and reprieve books, commissions to judges of Superior courts, oath books, and minutes of the Council of State. The proper method here would be to arrange each volume in its particular group or series and then arrange the group or series chronologically, i.e. all letter books in one group or series, commissions to Superior court judges in another series, and so on. If, on the other hand, I should receive the correspondence from the governor's office which had been pushed around from one storage warehouse to another, with no suggestions as to

how it was filed, I would file the entire correspondence chronologically under the subject "Governor's Correspondence". If I were sure the files had come to the department in the exact manner in which the correspondence originated, then I could follow strictly the European archival practice of maintaining the files as they accumulated. I think the purpose for which an archival agency or department was established, together with the kinds of material, the equipment, and the staff assistants determines to a degree the methods of classification and arrangement adopted and used by an agency or department.

I think that is very important. In other words, a large archive has the staff and has the equipment to do more extensive classification arrangement than, say, my department which has not increased its staff in fourteen years.

The department of origin is the department or office in which the archives accumulate in the ordinary transaction of daily business. To illustrate, suppose you wrote a letter to your Governor. He would reply and file your letter and copy of his reply to you. Later the files in the Governor's office would be transferred to the state

archives. I consider the executive department the department of origin. The letter did not originate in his office, but it reached his office and there its functional duty was performed and there it was preserved for future reference. When the archives department acquired the letter from the executive department I would consider that the letter had come from the office of origin.

The difference between cataloging a series and cataloging an individual document is the difference between using, say, 20 cards for the series and 20,000 cards for the individual documents. When individual documents are cataloged you should have practically a calendar of the collection. As a point of illustration, we may have 20 volumes or boxes and use only one card for each volume or box. On each card you would name the collection and give the inclusive dates, together with a description of the contents. In the individual document catalog you would have two or more cards with the date of the document, the name of the collection and a brief resume of the contents of the document. In most cases, you would need a card for the writer and the recipient and possibly a card for others mentioned in the letter or document.

Miss Norton raised the question, too, about the enrolled laws. The enrolled laws are a series of the office in which they finally become laws, or in which office the constitution provides for them to be preserved. In North Carolina, a bill, after having passed both legislative houses, becomes a law upon the signature of the speakers of each House, but the secretary of state is responsible for the permanent preservation of the laws. Therefore, I think that in North Carolina the engrossed bills should be classified so far as the archival agency is concerned as a series in the office of the secretary of state.

The call or catalog number is a matter for each agency to solve for itself, because so far as I know no satisfactory system of numbering which would serve the entire country has been evolved. For my own department I use letters and numbers. I assign simple suggestive letters for the office of origin and if necessary, because of the number of series in that office, add other letters to designate the series, and then a number to designate a particular volume or box. I seriously doubt the possibility of perfecting a call numbering system that will be applicable to the various and

sundry archives throughout the nation.

Taking that a little further, in our county archives I give the letters indicating the county records. Then I assign a particular number to a particular county. And then for the particular volume I give another number. That is, I use the decimal system on up.

Then I have another problem there in which I use another decimal. We have a series of county court matters, from the city courts. In those series, as we get them and put them on the shelf, there are several missing volumes. Later those volumes turn up and are placed in the series in the proper place on the shelf. In that instance I use another decimal system.

Classification is a method or procedure of selecting or arranging the different types, subjects or kinds of material into their respective units or series.

The North Carolina Historical Commission has not exerted itself to collect any printed material dealing with the history of the State. The law creating our department does not give us ample authority. The printed material we have acquired is generally in some collection given by

an individual who insists that the collection be kept intact. In such cases we catalog the printed material and file the card under the collection and make a card for pamphlets, broadsides, leaflets or books. We also make an author card.

We have in the North Carolina Historical Commission material acquired by gift, acquired by loan, and occasionally although rarely by purchase. When we get material as a gift, we try to keep the material as a collection. In that material we may have manuscripts, maps, broadsides, pamphlets, and occasionally photographs. We catalog the individual collection twenty boxes, or twenty volumes, with inclusive dates, the name of the collection, the description of the part of the collection in that particular box, with the location number. Then if there be a pamphlet in that, we catalog that giving it the same location number there is on the box.

We also find we have material in some of the State archives, official papers turned over, and we try to catalog those individual things in the same way. We do not use the cross-index very much. I do not mean to say we do not use it any, but we try to give the collection a very general description rather than an individual.

I think that the archivist is called upon to do very little cross-indexing. His duty should be to obtain, repair, classify, arrange, catalog, preserve, and make available for researchers and students the archives of his county, state or nation. The student should do a little of the work in his quest for data, and if the archivist preserves and makes it available he has performed his duties to the state or nation, as well as to the student or researcher.

In the North Carolina Historical Commission, we have one hundred or more collections of manuscripts which we designate as personal collections. As a matter of fact, these collections may be termed "John Jones Collection" or "William S. Smith's Papers". We try to distinguish between the two terms "collection" and "papers" by determining the nature of the material. If it is actually John Jones' personal papers, and as such is given to us, we call it "John Jones' Papers". If the material was collected by John Jones and contains personal material of many people, we call it "John Jones Collection". Is our method good archival practice?

In our personal collections, some of which are loans, we often find scattering issues of old

newspapers, broadsides, photographs, maps, and pamphlets. Such loans are generally permanent and are rarely withdrawn. Is it good archival practice to keep these various items such as newspapers and maps in the collection or should they be taken out and housed in regular newspaper and map cases?

When such items are in state archives, what is the workable and acceptable practice? I am asking these questions, hoping somebody will get up and make some discussion on it.

I thank you.

THE CHAIRMAN: I am next going to call on Mr. Robert H. Slover, Regional Director, Historical Record Survey, who can tell us something from the point of view of what the Survey has learned.

MR. ROBERT H. SLOVER (Regional Director, Historical Record Survey): If I follow Mr. Corbitt, with his sheriff, I think I should have the Arsenal behind me, for it is close to time to eat.

I would like to confine my few statements to some of the problems we are encountering in the Survey, in classifying and arranging documents, and especially as it relates to our editorial problems. One of the most serious problems we of the Survey have is how to meet this problem of classification, not only in the counties where we have to survey the material and get it in some sort of shape, but before we can survey, right on down to the editorial tables and the classification we are going to use in our books. We have tried, and are still working on the problem, and this problem of classification is one we have found we need to study further. We have tried and are trying to get the archivist some sort of a guide for the arrangement of those same type of records when they come into his depository. How well we have succeeded, I do not know. That is what we would like to know from you.

For instance, when we come to the subject of records, are we going to arrange those under subject headings by subjects, with sub-headings

under those types of records, or is it going to be vice versa? Are we going to arrange our records under type and let the sub-headings take care of the subject of those different books?

Personally, the latter seems the best system. If you come across records like you find in one county in Wyoming they told me about the other day when I was up there, where the County Clerk has a lot of file boxes along the wall, and the title on those file boxes is "If you can't find it anywhere else, look here", how are you going to go in and break down those records?

Or in Nevada, where they are very famous for their easy and quick divorces, some very enterprising clerk has filed his marriage licenses and his dog licenses all in one volume. To him they are all licenses. How are you going to handle that?

Or if you come across something like vouchers of all kinds, are you going to classify those under vouchers of all kinds, or are you going to take one voucher and break it down into various kinds of vouchers and list those under the subject of those particular vouchers?

You people who are here from the Historical Record Survey, those things all ought to sound very

familiar to you.

As Miss Norton said, the problem of arranging by offices and by department under offices isn't serious, because it is fairly easy to do. But when you get down to this problem of the series, you are heading into a rather difficult problem, and that is where the headache starts.

How widely may a given record vary from the one of similar type previously maintained, and still remain the same series? As I say, this isn't an academic question, but one arising constantly on a survey. That is, if part of a particular series is in volume form and the remainder in file boxes or bundles, we assemble all of them in one entry, since the series and not a particular kind of container is the unit. On the other hand, we would not combine in a single entry two or more distinct and physically separate series.

Therefore, instances appear almost daily where we must decide whether a particular group of volumes or boxes or both shall be combined in a single entry, because they are part of the same series, or shall constitute two entries because they are distinct series. If the change in content is accompanied by a change in title and a new numbering

system, we are likely to give each portion a separate entry, for all the evidence indicates that a sharp break was intended. If the title changes and a new labeling appears but the contents of the record remain unchanged, we cut up one entry indicating therein the variation in title and labeling.

In the early days of the Historical Record Survey, there was a tendency on the part of the worker to consider as a distinct series almost any record which differed noticeably from its predecessors Much to our sorrow, we have found it it much easier to combine than it is to uncombine. As a result, it was necessary to caution the workers that changes in contents and even a considerable gap in the dates of a record might exist without disturbing the continuity of the series. When a similar record serving the same general purpose appears in widely separated intervals, it is sometimes difficult to determine whether the several parts should be considered as distinct.

For example, in the following entry from the inventory of the record of Baraga County, Michigan, it is doubtful that the two volumes should have been treated in a single entry; this is a matter of soldiers' discharge, 1864-65 and

1918-, two volumes. The first volume contains copies of discharges from Civil War service, showing name of soldier, rank and company, name of commander, date and term of enlistment, date and place of discharge, reason for discharge, place of birth, age, physical description, name of commanding officer and certificate of identity signed by the County Clerk. One entry of discharge from service in Mexican War. The second volume shows names of members of conscription board, its chairman and secretary, physician and his assistant, appeal agent, chief clerk; also soldier's name, residence, date of discharge or death, certificate of identity, where and when served, length of service, and personal history.

Should these be considered part of the same series merely because they treat the same subject in relation to two wars? There was no continuity in the record between the period covered by the two volumes, and their contents differ to some extent. This is an extreme case, for a record of this kind is not a series in the usual sense. It serves a special purpose for a limited period. In other words, the record has been continuous but the portion of it which covers

intermediate years is lost. Then it must be decided in similar fashion whether the difference in the manner of keeping the record and in its content is insignificant enough to make the fragment part of the same series.

Even if the dates are unbroken, the general character of the record may change sufficiently in the course of its life to raise a question whether it constitutes one uninterrupted record or two or more distinct records which successively served a similar purpose. The style and scope of recording may vary markedly, although the purpose of the records remains the same.

Changes from bound to unbound form or the reverse frequently involve alteration in the character of the record which render a decision much more difficult. In the case of concurrent files of original instruments and some kinds of record thereof, as for example a file of original deeds and the deed record, there is little doubt that the two are distinct. We have always required that each be the subject of a separate entry. However, when one supplants the other so that the two taken together form the continuous body of data on a particular subject, the matter is not so clear cut.

For example, in many States the earliest birth records were in the nature of a register, but when a uniform system of recording vital statistics was adopted a file of original or duplicate birth certificates was instituted instead. Although the purpose of the record is the same in either form, has it remained the same record throughout or are these two separate records, one of which succeeds the other? This type of change, from keeping a record of the register type to preserving the original documents or copies in bound or unbound form, occurs frequently.

Sometimes changes in government organization confuse the matter of the continuity of a particular record. This is especially true when a particular subject has been within the province of county government for a long time, but has not always been handled by the same agency. For example, Probate Courts may be handled by a number of different courts at various times in the life of a county. There may be a separate Probate Court for a period, and then this court may be abolished and the jurisdiction conferred successfully on two or more other courts. But irrespective of changes in court structure, a docket of probate cases will

be kept.

Does this docket constitute a single continuous record, regardless of changes in the office of issue, or should the record as kept by each court be considered separate? The law may provide that with each transfer of jurisdiction the records of the parent institution shall become part of the records of the successor.

A similar question arises in regard to the transcript from the records of a parent county which are usually present, sometimes by legal requirement, in the archives of counties derived from it. Do transcripts of those deeds recorded in the parent county which affect land now located in the new county belong to the same series as the separate deed record of the latter, or shall we consider that there was a fresh start in record with the creation of this county, so that records made during its life are distinct from any others?

Those are a few of the problems on series we hit every day in our editorial policy.

I do not suppose we have time today, but the archivists in the archive establishments, I am sure, are meeting these same types of problems when they come to clarify the records. Miss Norton

in her manual which has just been reproduced has brought up some of these same problems, and I believe cited some of the entries we have worked on in the survey. If you archivists will be thinking about these same problems, and if you get any ideas on them, we would certainly like to have them. We feel we have just started on this problem of classification, and maybe fifty years from now we will have it all worked out.

THE CHAIRMAN: We have about five minutes for discussion. That isn't very much, but you can discuss and suss by letter to all of us afterwards.

I know Mr. Kellar has some things he wants to get off of his chest. How much rearranging is justifiable, is one thing I think he has been talking about.

MR. HERBERT A. KELLAR (Chairman, Committee on Program): The problem of rearrangement of public archives as distinguished from private collections is a very interesting and rather intricate and difficult question to decide. My experience for a good many years has been with private collections. In that private collection, we have personal papers of sensitive character, and we have company and business records. I have been somewhat troubled by this question of provenance.

In the business records, I have adopted the practice of retaining the original series. The journal and day book and invoices naturally fall into series, and there is no difficulty in arranging those. But when it comes to the loose-leaf correspondence, you have something else again.

In the mass of papers that I have charge of, something over one million in number, the question of letters received and letters sent out where they are loose-leaf is getting to be a problem. Roughly, what I have worked out and put into effect in the last two years according to geographical order, according to State and foreign countries, and within the States according to cities and counties. If I arrange them in that way, it can be in small

units, and arranged so that they are practicable for use. Otherwise there is such a large mass it is impossible to do anything with them.

When you have the documents and printed matter that we usually have with the correspondence, I separate those but mark on the letter there was an enclosure and what it was. When I find a printed document, I always indicate where it came from.

DR. SOLON J. BUCK (Director of Publications of The National Archives): I want to speak on just two points, very briefly.

In the first place, I do not think there is any reason for any confusion about the question of provenance with respect to the fact that a letter is written by one officer and received by another, unless in the mind of the archivist there is confusion as to what archives are. As I understand it, individual documents are not archives, but archives are the bodies of records that have accumulated, that have been organically created, realizing that the Principle of Provenance applies to the body of records, and that the archives depends upon the agency, or officer who created that body of records. So long as that is kept in mind I see no possibility of confusion on that point.

The other point is that of the distinction between papers and collections, which comes up especially in repositories that collect private material. To my mind, those two types or groups are very different. A man's papers have an archival character. They are an organic creation of that man, and unquestionably they should be kept together. But if that man was a collector of odds and ends, or even if he collected something specific, such a collection is an artificial one, and in the interest of future users whose points of view are inevitably going to be quite different from that of the original collector, I see no objection whatever to the breaking up of an artificial collection, or a collector's collection. But I do see serious objection to breaking up an organic body of papers that represent altogether the business or activities of an individual.

MR. D. L. CORBITT (The North Carolina Historical Commission): In that collection of the collector, I think oftentimes the man who makes the collection, because of his personal interest, later loses the collective interest but still wants to maintain that as his collection and present it to an archival depository with the understanding it be kept intact. In that case I do not see that we could be justified

in breaking it up. It depends on how we get it. If we get it by outright purchase, we have a perfect right to break it up. But if it is given to us as a gift, with the idea of keeping it as a gift, I do not think we should break it up.

THE CHAIRMAN: I am sorry, but I think we will have to bring this discussion to a close. I hope next year we can have a good, heart to heart talk. I hope all of you will write your criticisms of this archival code, and suggest them to the committee for next year.

I thank you.

(Which were all the proceedings had under the head of "Classification and Cataloging" on the day and date aforesaid.)

SOCIETY OF AMERICAN ARCHIVISTS--2ND ANNUAL MEETING--SPRINGFIELD, ILLINOIS--LOCAL ARRANGEMENTS--REGISTRANTS, 1938

Dear Mr. --------

The Society of American Archivists will hold its second annual meeting in Springfield October 24 to 26, 1938, with headquarters at the Abraham Lincoln Hotel. In connection with this convention the Illinois State Library will inaugurate its centennial celebration by dedicating the new Illinois State Archives Building. The program committee has ~~XXXXXXX~~ secured outstanding speakers for its session.

As hosts we in Illinois Springfield wish of course to extend a warm and hospitable welcome to our guests. Will you help by serving on the Committee on Local Arrangements?

Sincerely,

Edward J. Hughes
Secretary of State and
State Librarian,

Chairman.

Society of American Archivists

Suggestions for members of the local committee:

Edward J. Hughes, Chairman

Helene H. Rogers

Margaret C. Norton

Paul M. Angle

Harry E. Pratt (Secretary Abraham Lincoln Assoc., 1st Nat. Bank Bldg.)

Logan Hay (President " "

Benjamin Thomas (Former Secretary " "

V.Y.Dallman (Editor Ill. State Register)

J.Emil Smith " Ill. State Journal)

Mc Closkey " Citizens' Tribune

James A. James President Illinois State Historical Society- Northwestern University

Douglas C. Mc Murtrie, American Imprint Survey. 950 Michigan Ave., Evanston, Illinois

Howard Colgan, Historical Records Survey, 433 E. Erie St.,Chicago, Ill.

M. Llewelyn Raney, University of Chicago Libraries (He is putting on a photography exhibit for us)

Herbert A. Kellar, Mc Cormick Historical Association, 679 Rush St. Chicago, Ill.

Louis L. Emmerson, founder of Illinois Archives Division, Mt. Vernon, Ill.

Mrs. J.Ralph Tobin, Regent Springfield Chapter DAR- 1621 Bates Ave.

Regent " " Daughters of 1812

Head of " " SAR

Judges of Supreme Court

Elective State Officers?

Allan Stephens, Secretary Ill. State Bar Association, 1st Nat. Bank Spfd.

Theodore C. Pease - University of Ill.

Miss Norton:

Letters have been sent to these people asking them to serve on the Local Committee during the two conferences. Form 1 was sent to those interested only in Archivist meeting; Form 2 to those interested only in the Lib.A. and Form 3 to those interested in both groups.

HHR

These letters were signed by Mr. Hughes.

Form 1 letters sent to:

Mrs. James Abel,
Regent, Springfield Chapter, Daughters of 1812,
2213 Wiggins Ave.,
Springfield, Illinois.

Mr. B. G. Arkebauer, Librarian,
Supreme Court Library,
Springfield, Ill.

Hon. Edward J. Barrett,
Auditor of Public Accounts,
Springfield, Ill.

Hon. Adam F. Bleeh,
Clerk of the Supreme Court,
Springfield, Ill.

Mr. Howard Colgan,
Historical Records Survey,
433 East Erie St.,
Chicago, Ill

Hon. Louis L. Emmerson,
Mt. Vernon, Ill.

Hon. Paul Farthing,
Justice, Supreme Court of Ill.
Belleville, Ill.

Hon. Walter T. Gunn
Justice, Supreme Court of Ill.
Danville, Ill.

Mr. Logan Hay, President,
Abraham Lincoln Assn.
First National Bank Bldg.,
Springfield, Ill.

Honorable Henry Horner,
Governor of Illinois
Springfield

Mr. James A. James,
Pres. Ill. State Historical Society,
Northwestern University
Evanston, Ill.

Honorable Norman L. Jones,
Justice, Supreme Court of Illinois,
Carrollton, Ill.

Mr. Herbert A. Kellar,
McCormick Historical Assn.,
679 Rush Street,
Chicago, Ill.

Hon. Otto Kerner,
Attorney General
Springfield

George P. Krieder,
Regent, Spgfld. Chapter S.A.R.
805 South Fifth Street,
Springfield, Ill.s

Mr. Douglas C. McMurtrie,
American Imprint Survey
950 Michigan Ave.,
Evanston, Ill.

Hon. John C. Martin,
Treasurer of Illinois
Springfield.

Hon. Warren H. Orr,
Justice, Supreme Court of Ill.,
Rock Island, Ill.

Mr. Theodore C. Pease,
University of Illinois,
Urbana, Ill.

Mrs. Gladys Peterson,
Legislative Reference Library,
State Capitol, Springfield

Mr. Harry E. Pratt, Secretary
Abraham Lincoln Association,
First National Bank Bldg.,
Springfield, Ill.

Mr. M. Llewelyn Raney,
University of Chicago Libraries,
University of Chicago,
Chicago, Illinois.

Hon. Elwyn R. Shaw,
Justice, Supreme Court of Ill.
Freeport, Ill

Hon. John Stelle
Lieut. Gov. of Ill.
Springfield

Mr. Allan Stephens,
Secretary, Ill.State Bar Assn.,
First National Bank Bldg.,
Springfield, Ill.

Hon. Clyde E. Stone,
Justice, Supreme Court of Ill.,
Peoria, Ill.

Mr. Benjamin Thomas,
Abraham Lincoln Assn.,
First National Bank Bldg.,
Springfield, Ill.

Mrs. J. Ralph Tobin,
Regent, Springfield Chapter D. A. R.,
1621 Bates Avenue,
Springfield, Ill.

Hon. John A. Wieland,
Supt. of Public Instruction,
Centennial Bldg.,
Springfield

Hon. Francis S. Wilson,
Justice, Supreme Court of Ill.
1340 East 48th St.,
Chicago, Ill.

Form2 letters sent to:

Mrs. Maude Butler, Librarian,
Springfield High School
Springfield

Miss Margaret Corcoran, Librarian
Springfield Junior College
Springfield

Mrs. Margaret B. Cowdin, Librarian,
Department of Public Health
Springfield

Form 2 letters sent to: (Continued)

The Rev. Father Scully,
Catholic Charities
731 East Monroe St.,
Springfield

Miss Mildren Snyder, Supervisor
Library Project District #6 WPA
1300 North Ninth St.,
Springfield

Mr. Charles C. Stadtman
Dept. of Public Instruction
Springfield

Miss Vera Jean Thomas, Librarian
Lamphier High School Library
Springfield

Miss Pauline Waterman, Library Supervisor,
National Youth Administration. District #6,
404 Security Bldg.,
Springfield, Ill.

Miss Wilma Williams, Librarian,
Feitshans HighSchool Library
15 and Kansas St.,
Springfield

Miss Martha Wilson, Librarian
The Lincoln Library
Springfield

Form 3 letters sent to:

Mr. Paul M. Angle, Librarian,
Illinois State Historical Library
Springfield

Mr. V. Y. Dallman,
Editor, Illinois State Register
Springfield

Mr. William McCloskey
Editor, Citizens' Tribune
Springfield

Mr. J. Emil Smith,
Editor, Illinois State Journal
Springfield

Hon. John W Kapp
mayor of Applied.

THE SOCIETY OF AMERICAN ARCHIVISTS

A. R. Newsome, President
University of North Carolina
Chapel Hill

Philip C. Brooks, Secretary
Box 1425, Washington, D. C.

September 20, 1938

Miss Margaret C. Norton,
Archives Division, Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

I have just received some names of prospects from Miss Nute and would greatly appreciate your sending announcements of the meeting along with my propaganda leaflets to them. They are as follows:

Jacob Hodnefield
13th Floor, New Post Office
St. Paul, Minnesota

Mr. H. R. Stearns
History Department
University of Illinois

Gustave Lanctot
Public Archives of Canada
Ottawa, Canada

Prof. Herbert Heaton
History Department
University of Minnesota

Prof. Hannah Roach
Connecticut College for Women
New London, Connecticut

Mr. Willoughby Babcock
Minnesota Historical Society
St. Paul, Minnesota

Dr. Fulmer Mood
History Department
University of California

Ira Oehler
Endicott Building
St. Paul, Minn.

Prof. A. L. Burt
History Department
University of Minnesota

Dr. Thomas B. Magath
Mayo Clinic
Rochester, Minnesota

Miss Gertrude Krausnick
Minnesota Historical Society
St. Paul, Minnesota

Secretary of State Mike Holm
State Capitol
St. Paul, Minnesota

Very cordially yours,

Philip C. Brooks

Secretary

On the address "The National Archives" is sufficient, though the addition of the name of the division would help. 9/1/38

PROSPECTIVE MEMBERS

Name	Title	Room or Stack Area No.	Branch No.
Allen, Frank Hardee	Junior Classifier Division of Classification	400	337
Beach, Arthur E.	Assistant Archivist Division of State Department Archives	S-808	386-335
Bell, Lois	Junior Cataloger Division of Cataloging	400	357
Bishop, Paul L.	Assistant Archivist, Division of Navy Department Archives	S-1007	372-380
Bland, Julia	Junior Archivist, Division of State Department Archives	S-808	386-335
Campbell, Edward G.	Junior Classifier Division of Classification	400	337
Claus, Robert	Junior Archivist, Division of Commerce Department Archives	S-207	330-336
Claussen, Martin P.	Assistant Classifier Division of Classification	400	337
de Vries, Henry	Senior Scientific Aide Division of Repair and Preservation	B-1	328
Douglas, Jesse S.	Assistant Archivist Division of War Department Archives	DC-5 8th tier west	360
East, Robert A.	Assistant Classifier Division of Classification	400	337
Edsall, Preston W.	Associate Editor-Writer Office of the Director of Publications	405	365
Forker, Harry M.	Acting Chief, Division of Printing and Processing	G-6	215-216
Friis, Herman R.	Assistant Map Curator Division of Maps and Charts	301	369-362
Guthrie, Chester L.	Assistant Classifier Division of Classification	400	337

The National Archives
Washington, D. C.

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Guthrie, Chester L.	Assistant Classifier Division of Classification	400	337

Name,
Director
The National Archives
Washington, D. C.

Name	Title	Room or Stack Area No.	Branch No.
Hufford, Harold E.	Assistant Archivist, Division of Justice Department Archives	S-407	349
Jones, Allen F.	Chief, Divisions of Personnel & Pay Roll and Finance & Accounts	G-12	214
Kidd, Coburn B.	Assistant Archivist, Division of Commerce Department Archives	S-307	330-336
McBryde, Ellen D.	Junior Cataloger Division of Cataloging	400	357
McCandlish, Mary Walton	Junior Archivist, Division of State Department Archives	S-808	386-335
McDougall, Gertrude J.	Junior Cataloger Division of Cataloging	400	357
Minogue, James A.	Junior Map Curator Division of Maps and Charts	301	369-362
Mock, James R.	Assistant Classifier Division of Classification	400	337
Preston, James D.	Asst. Administrative Secretary	G-2	316
Rowland, Thomas Buford	Junior Classifier Division of Classification	400	337
Stuart, Sylvia	Junior Cataloger Division of Cataloging	400	357
Summers, Natalia	Associate Archivist, Division of State Department Archives	DC-6 8th tier east	356
Terrell, Marjory	Secretary to the Archivist	101	211
Henry, Glenn C.	Asst. Sound & Motion Picture Engineer, Division of Motion Pictures & Sound Recordings	DC-11 14th tier north	325

MAILING LIST OF PROSPECTIVES

THE SOCIETY OF AMERICAN ARCHIVISTS

Dr. Kathryn T. Abbey	Florida State College for Women Tallahassee, Florida
Mary Louise Alexander Manager, Library, Research Dept Batten, Barton, Durstine and Osborne	383 Madison Avenue New York City
Mrs. Penelope J. Allen, State Chairman Genealogical Record, Tenn. D.A.R.	1710 N. 43d Street Chattanooga, Tenn.
J. Cecil Alter Secretary	Utah Historical Society Salt Lake City, Utah
Prof. Charles H. Ambler	West Virginia University Morgantown, W. Va.
Dr. George L. Anderson	Colorado College Colorado Springs, Colo.
John C. L. Andreassen, State Director Historical Records Survey	803 Canal Bank Building New Orleans, La.
F. H. Andrus Asst. Secretary	Michigan Historical Commission Lansing, Michigan
Paul M. Angle	Illinois State Historical Library Springfield, Ill.
Frederick Ault Acting Librarian	Municipal Reference Library 308 City Hall, St. Louis, Mo.
Mrs. Mary Avery, Acting Director Historical Records Survey	Box 328, College Station Pullman, Washington
Willoughby M. Babcock Curator of Museum and Archaeologist	Minnesota Historical Society St. Paul, Minn.
Albert C. Bates Librarian	Connecticut Historical Society Wadsworth Atheneum Bldg. Hartford, Conn.
Virgil L. Bedsloe Asst. Director, Hist. Records Survey	620 Canal Bank Building New Orleans, La.
Dr. Ralph P. Bieber, State Director Survey of Federal Archives	1921 Prather Avenue St. Louis Mo.
Dr. William Warner Bishop	733 Oakland Avenue Ann Arbor, Michigan

Prof. Lansing B. Bloom	University of New Mexico Albuquerque, N. M.
Viva Booth	Bureau of Business Research Ohio State University Columbus, Ohio
Barbara Boston	The Newberry Library Chicago, Ill.
Thelma Brackett State Librarian	New Hampshire State Library Concord, N. H.
Emily Bridgers Supervisor, Survey of Federal Archives	Box 1881, Raleigh, N. C.
Dr. Kathleen Bruce Regional Director Survey of Federal Archives	Richmond Trust Building Richmond, Va.
C. Burman, Secretary, Commission on Publicity and Efficiency	Municipal Reference Library 107 Safety Building Toledo, Ohio
Mrs. Ruth Lapham Butler	E. E. Ayer Collection Newberry Library Chicago, Illinois
Claude Campbell, Director Historical Records Survey	600 East 25th Street Cheyenne, Wyoming
Robert Campbell, Asst. Director Historical Records Survey	909 West Street Wilmington, Del.
Dr. Clarence E. Carter Editor	Territorial Papers Department of State Washington, D. C.
Robert Carter, Supervisor Survey of Federal Archives, Works Progress Administration	Butte, Montana
Mrs. Bessie F. Cary, Director Historical Records Survey	816 Indiana Avenue, N. W. Washington, D. C.
Edward A. Chapman Consultant on Library Projects	Works Progress Administration Washington, D. C.
Verne E. Chatelain	5521 Colorado Avenue, N. W. Washington, D. C.

Helen F. Clapp	California Texas Co. 130 E. 43d Street, New York City
Mary H. Clark Librarian	Municipal Reference Library 409-410 City Hall Cleveland, Ohio
Stella Clemence	Division of Manuscripts Library of Congress Washington, D. C.
Dr. Arthur C. Cole Editor	Mississippi Valley Hist. Review Western Reserve University Cleveland, Ohio
Howard E. Colgan, Director Historical Records Survey	433 East Erie Street Chicago, Illinois
Harrison J. Consant State Librarian	Montpelier, Vermont
Anna May Connelly	2608 Carrollton Avenue New Orleans, La.
Howard Corning	The Essex Institute Salem, Mass
Dr. Owen C. Coy Director	California State Hist. Assn. Los Angeles, Cal.
Dr. Avery O. Craven	c/o Faculty Exchange University of Chicago Chicago, Ill.
Francis B. Culver Librarian	Maryland Historical Society Baltimore, Md.
Bertha Dahlman	Standard Brands, Inc. 595 Madison Avenue New York City
Marjorie Daniel	Ayer Collection The Newberry Library Chicago, Ill.
David L. Darden Asst. Regional Director Survey of Federal Archives	University of Alabama Tuscaloosa, Ala.
Mrs. Innis C. Davis State Historian & Archivist	Dept. of Archives and History Charleston, W. Va.

Dr. Herman J. Deutsch State Director	Historical Records Survey Box 328 College Station Pullman, Washington
G. H. Doane Librarian	University of Nebraska Lincoln, Nebraska
Katherine L. Downing	Standard Oil of N. J. 30 Rockefeller Plaza, New York, N. Y.
Thomas E. Drake Curator of Manuscripts	Haverford College Haverford, Pa.
Miss Stella M. Drumm Librarian	Missouri Historical Society St. Louis, Missouri
Dr. Dwight L. Dumond	1501 Morton Street Ann Arbor, Michigan
Ernest E. East	Peoria Historical Society Peoria, Ill
Allen W. Eaton, Director Historical Records Survey	439 Yates Bldg. Boise, Idaho
T. J. Edmonds, Director Historical Records Survey	409 Nike Bldg., 614 SW 11th Ave. Portland, Oregon
Edward R. Espenshade	Univ. of Chicago Libraries Chicago, Ill.
J. Manuel Espinosa	St. Louis University St. Louis, Mo.
Dr. Austin P. Evans	Columbia University New York, N. Y.
Carl M. Everstine	1315 Druid Hill Avenue Baltimore, Maryland
Dan Farran, Director Historical Records Survey	Room 1, State House Des Moines, Iowa
Alston G. Field, ~~Director~~ ~~Historical Records Survey~~	~~433 East Erie Street~~ Chicago, Ill. Black Hawk
A. W. Fishbeck, State Director Survey of Federal Archives	312 Massachusetts Ave. Indianapolis, Ind.
Horace E. Flack Librarian	Dept. of Legislative and Municipal Information, City Hall Baltimore, Md.

Blair A. Flegal, State Director Historical Records Survey	Bismarck, N. D.
Mrs. Gus L. Ford Texas State Historian, D. A. R.	2219 17th Street Lubbock, Texas
Dr. Grant Foreman Director of Historical Research	Oklahoma Historical Society Oklahoma City, Okla.
J. J. A. Fortier Director	Louisiana State Museum New Orleans, La.
Mrs. Altha E. Funch Secretary-Librarian	Idaho State Historical Society Boise, Idaho
Dr. George N. Fuller Secretary	Michigan Historical Commission Lansing, Michigan
Edward C. Gale President	Minnesota Historical Society St. Paul, Minn.
Ruth A. Gallaher Librarian	State Historical Society Iowa City, Iowa
Mabel R. Gillis Librarian	California State Library Sacramento, Cal.
Louise Gimbill Librarian	Municipal Reference Library Dept. of Public Utilities, Grounds and Buildings, Memphis, Tenn.
Dr. Carlos E. Godfrey Director	State Department of Public Records Trenton, N. J.
Prof. Colin B. Goodykoontz, State Director Historical Records Survey	1064 Tenth Street Boulder, Colo.
Horace P. Grimm	Room 302, Old Custom House 3d and Olive St., St. Louis, Mo.
Dr. LeRoy R. Hafen	State Museum Denver, Colo.
Frances Hails Archives Clerk	Dept. of Archives and History Montgomery, Ala.
Wilmer L. Hall Librarian	Virginia State Library Richmond, Va.
Dean George P. Hammond, State Director Historical Records Survey	University of New Mexico Albuquerque, N. M.

Otis G. Hammond Director	New Hampshire Historical Society Concord, N. H.
Helen M. Harris Librarian	Lawson McGhee Library Knoxville, Tenn.
Ray D. Harris, State Director Historical Records Survey	Old P. O. Bldg. Reno, Nevada
Harold J. Henderson, State Director Historical Records Survey	511 Kansas Avenue Topeka, Kans.
Dallas H. Herndon	Arkansas Historical Commission Little Rock, Ark.
J. J. Hill Asst. Librarian	University of Oklahoma Norman, Okla.
Jacob Hodnefield, Director Historical Records Survey	13th Floor, New P. O. Bldg., St. Paul, Minn
Franklin F. Holbrook	Historical Society of Western Pennsylvania, Pittsburgh, Pa.
Mrs. DeWitt Hopper Ms. Librarian, Indiana Div.	Indiana State Library, Indianapolis, Indiana
Prof. Ralph H. Hoyer	Baker Library, Soldiers' Field Boston, Mass.
Ralph Hudson State Librarian	Capitol Bldg. Oklahoma City, Okla.
Charles E. Hutchinson, State Supervisor Survey of Federal Archives	Historical Building Oklahoma City, Okla.
John E. Ireland, Regional Director Survey of Federal Archives	Room 330, Utah Oil Bldg. Salt Lake City, Utah
Hadden Ives State Librarian	Trenton, N. J.
W. F. Jacobs, Librarian, Main Library	General Electric Co. Schenectady, N. Y.
Vincent Jacobi, Director Survey of Federal Archives	Sub-Treasury Building New York City
Hester Jones Curator	New Mexico Museum Santa Fe, N. M.

T. Marshall Jones, State Director Historical Records Survey	408 Exchange Bldg. Church Street, Nashville, Tenn.
Sydney Kartus	R. 1, Box 539 Phoenix, Ariz.
Dr. Louise Phelps Kellogg	State Hist. Society of Wisconsin Madison, Wisconsin
J. Q. Kerrins	~~Record Film Corp.~~ Record Registry Corp. ~~136 North Dearborn Str~~ 912 E. Washington St. Indianapolis, Ind.
Joseph C. Knibbs, Project Supervisor Federal Archives	University of Nebraska Lincoln, Nebraska
Anne Kinnaird Asst. Archivist	Missouri Historical Society St. Louis, Mo.
Capt. Dudley W. Knox Supt. of Naval Records	Navy Department Washington, D. C.
Blanche B. La Dura, State Director Survey of Federal Archives	507 East Travis Street San Antonio, Texas
Henrietta Larson	Business Historical Society Baker Library, Soldiers' Field Boston, Mass.
Edith Belle Layman Regional Director, Survey of Fed. Archives	27 Cumberland Street Charleston, S. C.
Glenn Lathrop, Asst. Director Historical Records Survey	Box 1443 Spokane, Washington
Ronald F. Lee	Historical Section National Park Service, Washington, D.C.
Mrs. Beulah Leonard	Old P. O. Bldg. Reno, Nevada
Mrs. Jane Hall Love	40 Monroe Street New York City
E. C. D. Marriage State Librarian	Carson City, Nevada
Ethyl E. Martin	State Hist. Soc. of Iowa Iowa City, Iowa
Col. Lawrence Martin Chief, Div. of Maps	Library of Congress Washington, D. C.
Donald McCarrow	Hall of Records Annapolis, Md.

K. W. McKinley	Ohio State Archaeological and Historical Society Ohio State Museum, Columbus, Ohio.
John T. McMahon, Project Unit Supervisor, Survey of Fed. Archives	4338 Bigelow Blvd. Pittsburgh, Pa.
Esther U. McNitt	Indiana State Library Indianapolis, Ind
Edgar L. McRae, Director Historical Records Survey	307 West 1st Street Los Angeles, Cal.
Elisabeth Meade	Hall of Records Annapolis, Md
Kirke Mechem Secretary	Kansas State Hist. Society Topeka, Kansas
Frank Meserve, State Director National Archives Project	2 Federal Building Rutland, Vt.
Dr. Newton D. Mereness	909 Tower Bldg. Washington, D. C.
Dr. Hunter Miller	Department of State Washington, D. C.
Fulmer Mood	~~426 Pennsylvania Avenue San Diego, California~~ History Dept U of California Berkeley, Cal
Nina Moran State Librarian & Historian	Cheyenne, Wyoming
Mrs. Meryl E. Morgan, Asst. Regional Director, Survey of Federal Archives	Box 867, Tucson, Ariz.
Annie A. Nunns, Asst. Superintendent	State Historical Society of Wisconsin Madison, Wisconsin
Dr. Ruth Ketring Nuremberger	Library, Duke University Durham, N. C.
Edward F. Muse	Recordak Service, Inc. 601 - 13th St., N. W. Washington, D. C.
Charles E. O'Connor	McCormick Hist. Assn. 679 Rush Street, Chicago, Ill.
Thomas T. O'Connor	St. Louis University St. Louis, Missouri

Rose Oenning	McCormick Hist. Assn. 679 Rush Street, Chicago, Ill.
M. Edwin O'Neill	Northwestern University Crime Detection Laboratory 222 E. Superior St. Chicago, Ill.
Cyril E. Paquin, State Director Survey of Federal Archives	Appraisers Building San Francisco, California
Elisabeth B. Parker, Director Historical Records Survey	320 American Bank Building Richmond, Virginia
Merrill C. Perry, Acting Director Historical Records Survey	Pavilion Hotel Montpelier, Vt.
Conrad E. Peterson, State Supervisor Survey of Federal Archives	1614 SW 11th Avenue Portland, Oregon
Prof. Paul C. Phillips	University of Montana Missoula, Mont.
Dr. Harry Pratt Secretary	Abraham Lincoln Assn. First National Bank Bldg. Springfield, Ill.
Andrew J. Pryor, Director Historical Records Survey	608 County Court House Providence, R. I.
Dr. Milo M. Quaife	Burton Historical Collection Detroit Public Library Detroit, Michigan
Dr. J. L. Rader	University of Oklahoma Norman, Okla.
P. L. Rainwater, Director Historical Records Survey	202 Millsaps Bldg. Jackson, Miss.
Nellie Jane Rechenback, Librarian	Municipal Reference Library 246 City Hall, Cincinnati, Ohio.
Howard Reed State Director, Historical Records Survey	War Memorial Building Little Rock, Arkansas
Frederick Rex Librarian	Municipal Reference Library 1005 City Hall, Chicago, Ill

Rev. Terence J. Reynolds, O.F.M.	Holy Name College 16th and Shepard St. N. E. Washington, D. C.
James E. Rice, Director Historical Records Survey	505 Court House Bldg. Birmingham, Ala.
Margaret Robinson Supervisor of Records	Dept. of Finance, Budget and Business, Olympia, Washington
A. S. Salley, Jr. Secretary	State Historical Commission Columbia, S. C.
Gerald Scannell, Supervisor National Archives Project	Lincoln & Silver Streets Manchester, N. H.
Dr. Robert L. Schuyler Editor	American Historical Review 535 W. 114th Street New York, N. Y.
Garrel Seal	Dept. of Archives Louisiana State University Baton Rouge, La.
Dr. Benjamin F. Shambaugh	State Historical Society Iowa City, Iowa
Henry W. Shoemaker Archivist	Pennsylvania State Library Harrisburg, Pa.
Dr. Herman L. Smith	Henry E. Huntington Library San Marino, California
James L. Smith Chief, Central Files	Tennessee Valley Authority Knoxville, Tenn.
Walter Smith, Acting Project Supervisor Survey of Federal Archives	902 Federal Building Detroit, Michigan
Frank Stanoshek, Director Historical Records Survey	621 Sharp Bldg. Lincoln, Nebr.
Dr. Wendell H. Stephenson	Louisiana State University Baton Rouge, La.
Charles L. Stewart	Division of Reference The National Archives, Washington, D.C.
C. C. Stiles	Historical Dept. Des Moines, Iowa

L. J. Stroban	Esquire-Coronet 366 Madison Ave., New York City
Clifford M. Sublette, Director Historical Records Survey	414 City and County Bldg. Denver, Colorado
Marie Succo	McCormick Hist. Assn. 679 Rush St., Chicago, Ill.
Ronald Todd (in charge of Northwest Collection)	University of Washington Seattle, Washington
Elizabeth Toohey State Historian	State House Phoenix, Arizona
John Wilson Townsend, Regional Director Survey of Federal Archives	Chesterfield Hotel 5th St. at Broadway Louisville, Ky.
John F. P. Tucker, Supervisor National Archives Project	Old State House 800 Main Street Hartford, Conn.
Florence Venn Librarian	William Henry Smith Memorial Library, Indianapolis, Ind.
Mrs. Irene C. Wagner	Historical Records Survey Baton Rouge, La.
Catherine Wakefield, State Director Historical Records Survey	Congress Building 142 High Street Portland, Me.
Lowe Watkins, Regional Director Survey of Federal Archives	American National Bank Bldg. Nashville, Tenn.
Margaret M. Weis	Western Electric Co. 195 Broadway, New York City
Laura A. White	1406 Custer Street Laramie, Wyoming
Fannie M. Wilcox Librarian	Texas Library and Hist. Commission Austin, Texas
Jerome K. Wilcox Chief, Acquisition Division	Duke University Library Durham, N. C.
Mrs. Josephine L. Wilkinson	Kuhn, Loeb & Co. 52 William Street, New York City
P. L. Windsor Librarian	Univ. of Ill. Library Urbana, Ill.

Mrs. Ellen S. Woodward, Director
Women's and Professional Projects

Works Progress Administration
Washington, D. C.

Dr. Malcolm G. Wyer
Librarian

Denver Public Library
Denver, Colorado

Mrs. Thelma Ziemer, State Director
Historical Records Survey

49 Fourth Street
San Francisco, Cal.

State Historical Society of Colorado Lawrence Lewis, Secretary	State Museum 14th and Sherman Streets Denver, Colorado
The Louisiana Historical Society M. M. Gill, Corr. Secretary	919 Carondelet Bldg. New Orleans, Louisiana
Norwegian-American Historical Society J. Jorgen Thompson, Secretary	St. Olaf College Northfield, Minnesota
Historical Society of Montana David Hilger, Secretary	Capitol Building Helena, Montana
Historical Society of New Mexico Mathew M. Pearce, Secretary	Hodgin Hall,Univ.of New Mexico Albuquerque, New Mexico
North Dakota Historical Society Orrin G. Libby, Secretary	Liberty Memorial Building Bismarck, North Dakota
Oregon Historical Society Nellie B. Pipes, Asst. Secretary	235 Southwest Market St. Portland, Oregon
State Historical Society of South Dakota Lawrence K. Fox, Secretary	Memorial Hall Pierre, South Dakota
Texas State Historical Association Mrs. Coral H. Tullis, Secretary	Box 1929, University Station Austin, Texas

ILLINOIS STATE LIBRARY
SPRINGFIELD, ILLINOIS

The Illinois State Library invites you to attend the Dedication of the Illinois State Archives Building in connection with the Centennial of the State Library and the Annual Conferences of the Society of American Archivists and Illinois Library Association.

OCTOBER 24-26	**CONFERENCE, SOCIETY OF AMERICAN ARCHIVISTS. ABRAHAM LINCOLN HOTEL.**
OCTOBER 26 3:30 P. M.	**DEDICATION OF ARCHIVES BUILDING.**
OCTOBER 26-28	**CONFERENCE, ILLINOIS LIBRARY ASSOCIATION. ABRAHAM LINCOLN HOTEL.**

Edward J. Hughes
SECRETARY OF STATE AND STATE LIBRARIAN

THE NEWBERRY LIBRARY
CHICAGO · ILLINOIS

August 19, 1938

Miss Margaret C. Norton
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Thank you very much for your kind and informative letter of August 5th concerning the meeting of the Society of American Archivists to be held in Springfield. The program sounds most interesting, and I am hoping to be able to attend some of the sessions.

Sincerely yours,

Barbara Boston

Barbara Boston

WORKS PROGRESS ADMINISTRATION
CALIFORNIA
49 FOURTH STREET, SAN FRANCISCO

WILLIAM R. LAWSON
ADMINISTRATOR

Historical Records Survey
2161 Shattuck Avenue
Berkeley, California
Sept. 27, 1938

Miss Margaret Norton, Director
Department of Archives
Illinois State Library
Springfield, Illinois.

Dear Miss Norton:

Recently I have had a conversation with General Carlos Black, the Adjutant General of Illinois. He is anxious to know the dates of the meeting of the Society of American Archivists. I will inform him of the dates, but may I suggest that you, yourself, send him a personal invitation to the inauguration of your new archivists' building?

General Black has been trying, as you probably know, for a long time to replace the personnel records lost by fire when the Springfield Armory burned. Possibly between the Illinois State Archives, the National Archives and the Historical Records Survey, something may be done to help him. I have already written to Dr. Evans to this effect.

General Black insisted that I call on him in Springfield at the time of the meeting.

May I hope that you will find time to answer at least a few of the many questions I have in my mind to ask you regarding the kinds of requests for information that your State Archives most commonly receives?

I am looking forward to the meeting of the society and especially to seeing you again.

Sincerely yours,

J.M. Scammell

JMC:AC

SOCIETY OF AMERICAN ARCHIVISTS

CONFERENCE NEWSLETTER

October 8 1938

Dear Member:

The Society of American Archivists will hold its second annual meeting October 24-26 in Springfield, with official headquarters at the Abraham Lincoln Hotel, Capitol Avenue and Fifth Street. Prices for the rooms range from $2.50 single to $7.00 double. Please make reservations directly with the hotel.

One block east of the Abraham Lincoln, on the corner of Capitol Avenue and Sixth Street, is the Leland Hotel, with rooms at $2.50 single to $6.50 double.

Another good hotel is the St. Nicholas, Jefferson and Fourth Streets. Prices, with bath, range from $2.50 single to $5.00 double.

CONFERENCE THEME

The new Illinois State Archives Building permits the speakers to present practical problems relating to archival administration against a laboratory background. So far as possible meetings will be held at the Archives Building.

DEDICATION OF THE NEW STATE ARCHIVES BUILDING

The Illinois State Library is inaugurating its Centennial Celebration by dedicating its new State Archives Building on Wednesday October 26 at 3:30 P.M. The dedication will be followed by a tea. The Illinois Library Association which meets in Springfield October 26 to 28, overlapping with the Society's meetings for the one day, will join the Society in attending this dedication.

WHO'S WHO AMONG CHAIRMEN AND SPEAKERS

Professor Phineas L. Windsor, who is Librarian of the University of Illinois and Dean of its Library School will preside at the Round Table on Archival Training.

Professor Samuel F. Bemis of the History Department of Yale University will present the report of the Committee on Archival Training. The discussion will permit members to express themselves as to what prerequisites and what technical training the archivist needs.

Professor Theodore C. Pease, editor of the American Archivist, is a member of the History Department of the University of Illinois and editor of the Illinois Historical Collections of the Illinois State Historical Library.

The Rev. Gilbert J. Garrighan, S.J., is Research Professor of History at Loyola University.

Dr. Solon J. Buck, Director of Publications of the National Archives, has recently returned from an extensive investigation tour of European archives.

Mr. George A. Schwegmann, Jr., is Director of the Union Catalog of the Library of Congress.

Dr. M. Llewellyn Raney, Director of the University of Chicago Libraries, conducts the experimental laboratory on microphotography in which all new equipment is tested for the A.L.A. Committee on Microphotography.

Dr. Arthur E. Kimberly, Chief of the Division of Repair and Preservation of the National Archives, perfected the new laminating process for repairing manuscripts.

The Honorable Edward J. Hughes, Secretary of State of Illinois and State Librarian will welcome the delegates at the dinner Monday evening and will be host at the Reception and Smoker which follows.

Dr. Luther H. Evans, National Director for the Historical Records Survey whose surveys of county archival resources are now being published, is presiding over a meeting which will report on the status of state archives as disclosed by the Survey.

Miss Margaret C. Norton, superintendent of the Archives Division of the Illinois State Library, is chairman of the Society's Committee on Cataloging and Classification. A new edition, completely rewritten, of the Illinois Archival Cataloging Rules will be distributed to the members of the Society prior to the meeting.

The Honorable Robert D. W. Connor, Archivist of the United States, will preside at the annual dinner of the Society.

President A. R. Newsome, Head of the History Department of the University of North Carolina has chosen for the title of his Presidential Address: "Uniform State Archival Legislation." Members will remember his survey of archival legislation made in 1936 which indicated that there was at that time no uniformity as to legislation or organization of state archival establishments.

Dr. Lester J. Cappon, Archivist for the Library of the University of Virginia is presiding over a session entitled "Supplements to Archival Knowledge" which should help to clarify the confusion as to what materials constitute archives as distinguished from related materials found with archives.

Dr. Russell H. Anderson was Illinois Director for the Federal Archives Survey. He is Curator of the Department of Agriculture, Textiles and Industry, of the Museum of Science and Industry at Chicago. The meeting on Special Type Archives will be of particular interest to archivists preparing for fields other than that of public administration.

Dr. William D. Mc Cain, formerly of the National Archives, recently succeeded the late Dr. Dunbar Rowland, pioneer archivist of Mississippi. Dr. Mc Cain is chairman of the section on local archives.

Mr. John C. L. Andreassen, Assistant to Dr. Evans of the Historical Records Survey will report on the present status of the survey of county archives.

SPRINGFIELD RICH IN HISTORY

Springfield has been the State Capitol since 1837. The group of government buildings has constantly grown; the most recent addition is the beautiful Archives Building, which houses one Division of the Illinois State Library. It lies just south of the Capitol and west of the Centennial Building.

Interest in the great figure of Abraham Lincoln overshadows interest in the State Capitol. Springfield is the mecca for thousands of tourists every year not because it is the capitol but because Lincoln lived, worked and is buried here. The village of New Salem, twenty miles away, where he worked as a clerk in a store, as postmaster, and studied law, has been restored and has become a state park. Anne Rutledge, famous as his young sweetheart who died, is buried at Petersburg nearby.

In more recent years Vachel Lindsay lived in Springfield; a monument and a bridge at Lake Springfield have been dedicated to him.

Tuesday afternoon will be devoted to a trip to The New Salem State Park. Members will be guests of the Illinois State Historical Society for lunch at the Wagon Wheel Inn at the entrance to the Park. Dr. Harry E. Pratt, Secretary of the Abraham Lincoln Association will tell us something about the history of New Salem and the rest of the afternoon will be devoted to touring the park and enjoying a social hour together. Trahsportation will be by bus, the Springfield Transportation Company charging $1.00 for the round trip to New Salem. If a sufficient number of persons indicate their interest, this tour will be extended to drive past the government buildings and the old capitol which is now the Sangamon County court house; the Governor's Mansion; the Vachel Lindsay home; the Lincoln tomb, with time allowed to go inside; the drive out to beautiful Lake Springfield, the Abraham Lincoln Memorial Garden and the Vachel Lindsay bridge. If this extended tour is made the total cost for the trip will be $1.25. Please purchase tickets at the Registration Desk by Monday night.

Local Committee

October 10, 1938

Col. J.M.Scammell
Historical Records Survey
2161 Shattuck Ave.
Berkeley, California.

Dear Col. Scammell:

When I just now looked at the date of your letter I was ashamed to have left it unanswered so long. If you have ever engineered a convention, you know that regular work is apt to go by the boards for a while.

I am delighted to hear that you are coming, also Mr. Oates, Bob Slover and perhaps some others from the West. You will be heartily welcome, I am sure.

General Black has been working through the U.S. government to replace his lost records. You know it was largely due to the destruction of the State Arsenal and its records that we got the Illinois Archives Building. General Black is a delightful person and I hope he can attend some of our meetings. Of course you must go to see him, for he is very proud of his fine new Armory here.

I am being called away from my desk, so close hastily. Looking forward to seeing you.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

[illegible]

Superintendent.

WORKS PROGRESS ADMINISTRATION
WALKER-JOHNSON BUILDING
1734 NEW YORK AVENUE NW.
WASHINGTON, D. C.

HARRY L. HOPKINS
ADMINISTRATOR

October 13, 1938

Miss Margaret C. Norton
Superintendent
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I appreciate having your nice letter of October 10. I am looking forward to seeing you in Springfield, and I share your hope that there will be an opportunity to meet some of the state officials in whose departments the Survey has been operating.

Sincerely yours,

Luther H. Evans

Luther H. Evans
National Director
Historical Records Survey

Dictated by Dr. Evans and signed in his absence

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Society of American Archivists

Conference Newsletter.

October 17 1938

Dear Member:

The Preliminary Program for the Second Annual Meeting of the Society of American Archivists was sent to each member last week. Headquarters will be at the Abraham Lincoln Hotel. If you have not already done so, please make hotel reservations at once. For a list of other good hotels in the immediate vicinity, please consult the Newsletter dated October 8, 1938.

Members coming by way of Chicago will find the two streamlined trains most convenient. The Illinois Central's Green Diamond leaves Twelfth Street Central Station in Chicago at 5:00 P.M. and arrives in Springfield at 7:55 P.M. All seats both in Coaches and Parlor cars are reserved. The Alton's Abraham Lincoln leave the Union Station at 4:50 P.M. and arrives in Springfield at 7:50 P.M.

The Registration Desk in the Lobby of the Hotel will open Sunday at 3:00 P.M. Members and visitors are requested to register immediately on arrival. A Registration fee of $1.00 is being charged. Members are requested to wear their badges at all times, and especially when visiting the Archives Building. Your badges worn there will authorize staff members to take you to restricted sections of the building. Admittance to meetings held at the Archives Building will be by badge only.

New Salem Trip.

Tuesday afternoon will be devoted to a trip to New Salem State Park. Buses will leave the Abraham Lincoln Hotel promptly at 12:30 P.M. The Society will be luncheon guests of the Illinois State Historical Society at the ~~Wagon Wheel Inn at the entrance to the Park.~~ Leland Hotel Dr. Harry E. Pratt, Executive Secretary of the Abraham Lincoln Association, will describe the historical background of New Salem and conduct the members through the Park.

New Salem was the pioneer village in which Lincoln resided from 1831 to 1837, the locus of his alleged love affair with Ann Rutledge, the place where he kept a country store and post office, where he studied surveying and later law, and from which he went to the Black Hawk war and was elected to the General Assembly. The village was short lived and fell into complete decay, the site reverting to farm land. In 1919 William Randolph Hearst presented the land to the State of Illinois for a park. Within recent years the State has reconstructed the village exactly as it was (as shown by research) in Lincoln's time.

New Salem is superbly located on a high bluff overlooking the Sangamon Valley and would be a beautiful spot for an outing regardless of its historical interest. An interesting souvenir of the trip would be a copy of Benjamin Thomas "New Salem", published by the Abraham Lincoln Association, and on sale, with other of its publications, in the Hotel Lobby.

Libraries.

The State Library comprises three divisions, the Archives, General Reference Library and the Library Extension Service to Rural Areas. The Honorable Edward J. Hughes, Secretary of the State is by law, also State Librarian. Miss Helene H. Rogers is Superintendent of Library Divisions with each division having a division superintendent as chief, the Misses Margaret C. Norton, Harriet M. Skogh and Charlotte Ryan, respectively. The General Administrative Office is on the second floor and the Reading Rooms on the third floor of the Centennial Building. The General Reference Library specializes in public documents, federal and state, and books in the special fields covered by the various State departments, as well as a general book collection, including books for children, that are used in servicing school communities and interlibrary loan requests.

The Illinois State Historical Library whose reading room adjoins that of the State Library, is also on the third floor of the Centennial Building. Mr. Paul M. Angle is the librarian. This library is governed by a board appointed by the Governor and is entirely separate administratively from the State Library though working in close harmony with it. The State Historical Library specializes in books and private manuscripts relating to Illinois History, Lincolniana and geneaology. The Archives Division of the State Library collects only official records, the Historical Library only unofficial material so there is no conflict in jurisdiction.

Information regarding other Springfield libraries will be given out at the Registration Desk. Members are cordially invited to visit all these libraries.

ATLANTA HISTORICAL SOCIETY
BILTMORE HOTEL
Atlanta, Georgia

RUTH BLAIR, EXECUTIVE SECRETARY

October 20, 1938

Miss Margaret C.Norton
Archives Building
Springfield, Illinois

Dear Miss Norton:

I find this morning that I shall not be able to attend the Springfield meeting of the Archivists. I regret this for many reasons, one of which is my contacts with you. I hope very much that Fate will bring our paths together from time to time in the future and I would like to think that one of these crossings might be a visit from you to Atlanta. It would give me much pleasure to show you our "Gone With the Wind" country.

My resignation from the Council has been mailed to Mr.Brooks. I regret that this action was necessary, but a second absence from annual meetings calls for it, in my opinion.

With all good wishes for you personally and professionally I am

Cordially yours

Ruth Blair

ERNEST E. EAST
1112 Prospect Road
PEORIA, ILLINOIS

Oct. 20, 1938.

Miss Margaret C. Norton,
Superintendent of Archives,
Springfield, Illinois.

Dear Miss Norton:

Thank you for sending me copy of program of the second annual meeting of the Society of American Archivists on Oct. 24-26 at Springfield. The temptation to neglect the meal ticket job and sit at the feet of the learned men I meet at such gatherings is great. But I shall defer. I am not a member of the S ociety(have too many already) and football Saturdays have used up days I might expect to get away at the expense of the employer.

You sure have a bunch of major-leaguers on your program. Mr. and Mrs. East would like to be remembered to Father Garraghan of Loyola.

Cordially,

Ernest E. East

Frank Stevens is one of your good boosters. Tell him I recently saw a postoffice cancellation, "Dixon's Ferry," date about 1841. Fact is there were two envelopes. Tell the old fox I would not steal one for anybody else. But suppose he has no. 1 from John Dixon to Black Hawk.

HASKELITE
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October 20th,
1 9 3 8

Illinois State Library
Archives Division
Springfield, Illinois

Attention: Miss Margaret C. Norton, Supt.

Dear Miss Norton:

I am sorry that I will not be able to be in Springfield next week at the meeting of the Society of American Archivists.

I appreciate your reminding me of this convention in your letter of September 24th and our Mr. Lane who worked with Mr. Lund on this job will be present on Monday.

Appreciating your courtesy we are,

Very truly yours,

HASKELITE MANUFACTURING
C O R P O R A T I O N

Hugh G. Bersie

HGB:EJE

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The National Archives
Washington, D. C.

CLASSIFICATION DIVISION

October 22, 1938

Miss Margaret Norton, Archivist
Illinois State Archive
Springfield, Illinois

Dear Miss Norton:

I am a terribly poor correspondent as you have already learned. In addition, this is a sad note. Because of a trip of two months which Mrs. Hill and I are taking to Cuba, Panama, Central America and Mexico on which we are leaving November 2 it has become impossible for me to attend the meeting of the Society of American Archivists. I regret this as I should like to have been there and taken part in the program. I am endeavoring, however, to avoid leaving you in the lurch. I am sending a few preliminary remarks on Classification written out to Mr. Duniway of this division who will be present. I hope you will have him appear in my place and read this sketch and he then can defend himself as best he may.

I am,

Very respectfully,

Roscoe R. Hill

RRH:dm

SOCIETY of AMERICAN ARCHIVISTS Registrations Sunday, October 23rd 1938

NAME	OFFICIAL POSITION	HOTEL
18. Elizabeth S. Adams (Mrs. Donald S.)	Curator, Michigan Historical Collections University of Michigan	A. L.
22. Winnie Allen	Archivist in the Library University of Texas	A. L.
26. Samuel Flagg Bemis	Professor of History Yale University	A. L.
11. Kenneth Blood	Supervisor, H. R. S. Springfield, Ill.	
36. Philip C. Brooks	Associate Archivist The National Archives	A. L.
20. Henry D. Brown	Research Assistant Michigan National Collections University of Michigan	A. L.
19. Mrs. Henry D. Brown		
38. Solon J. Buck	Director of Publications The National Archives	A. L.
17. Dorothy J. Chipman	Assistant to the Director Wm. L. Clements Library	A. L.
33. D. L. Corbitt	Chief Library Assistant North Carolina Hist. Com.	A. L.
12. Luther H. Evans	National Director H. R. S. Washington, D. C.	A. L.
10. Blair A. Flegal	State Director H. R. S. Bismarck, North Dakota	A. L.
2. Esto Hatfield	State Director H. R. S. Rapid City, S. D.	A. L.
35. W. Edwin Hemphill	Acting Archivist University of Virginia Library	A. L.
16. Wm. Jabine	State Director H. R.S. Detroit, Michigan	A. L.
34. Herbert A. Kellar	Director, McCormick Historical Ass'n. 679 Rush Street, Chicago	A. L.
15. M. W. McKinley	Ohio State Arch. & Historical Society Assistant Librarian, Columbus, Ohio	612 S. 5th
9. John O. Marsh	State Director, H. R. S. Columbus, Ohio	A. L.
27. Mrs. John Trotwood Moore	State Librarian and Archivist Nashville, Tenn.	A. L.
4. A. R. Newsome	Head of Dept. of Hist. Univ. of North Carolina Chapel Hill, N. C.	A. L.
6. Mrs. A. R. Newsome		
5. D. F. Noll	Western Sales Rep. Folmer-Graflex Corp. Rochester, N. Y.	A. L.
1. Margaret C. Norton	Illinois State Library Supt. Archives Division Springfield, Ill.	

NAME	OFFICIAL POSITION	HOTEL
7. Wm. D. Overman	Curator of History and Archivist Ohio State Arch. & Hist. Columbus	A. L.
33. Ogla P. Palmer	Jr. Editor-Writer The National Archives	A. L.
31. Morgan P. Robinson	State Archivist of Virginia, Richmond, Va.	Leland
25. Mrs. J. A. Robertson		
28. Helene M. Rogers	Supt. Library Divisions Illinois State Library Springfield, Illinois	
29. Arthur L. Shepard	H. R, S. Detroit Michigan	A. L.
3. Harriet M. Skogh	Supt. General Dibrary Division Illinois State Library Field	
14. J. M. Scammell	H. R. S. Regional Supervisor Oakland, California	A. L.
Robert H. Slover	Reg. Supervisor, H.R.S Western States Okla. City, Okla	A. L.
32. B. A. Uhlendorf	Ass't State Director Michigan H. R. S.	Al L.
30. L. G. Vander Velde	Director, Michigan Historical Collections University of Michigan	A. L.
8. S. Ambrose Wetherbee	Illinois State Library Archivies Division	Springfie

There are 38 registered.

Nombbr 37 is missing. Destroyed by mistake

Stuart Portner	[illegible] H.R.S. Detroit	A. L.
21. Louise Rau	Archivist, Burton Hist. Coll. Detroit Pub. Lib.	A. L.
24. James A. Robertson	Hall of Records, Annapolis Archivist	A. L.

1938

REGISTRATIONS FOR SOCIETY OF AMERICAN ARCHIVISTS

Adams, Elizabeth S.
Allan, Winnie
Anderson, W. F.
Arkebauer, B. G.
Atkinson, Geo. W.
Austin, W.B.

Barnett, Irving E.
Barry, Adeline
Becker, Sarah
Bemis, Samuel Flagg
Blodd, Kenneth
Boell, J. E.
Boston, Barbara
Brooks, Philip C.
Brown, Mrs. Henry C.
Brown, Henry C.
Buck, Solon J.

Cappon, Lester J.
Cappon, Mrs. Lester J.
Chipman, Dorothy J.
Cohen, Al
Colgan, Howard E.
Conforti, Joseph
Connor, Robert D.
Conway, Eleanor J.
Corbitt, D. L.
Coleman Christopher B.
Davis, E. A.
Duniway, David C.

Edwards, Everett E.
Evans, Luther H.

Flegal, Blair A.
Flick, Hugh W.

Garraghan, Gilbert J. (S.J.)
Garrison, Curtis W.
Gates, Charles M.
Grimm, Horace E.

Hart, Dale
Hatfield, Esto
Hemphill, W. Edwin
Hodenfield, J.
Henderson, H. J.
Hill, J. J.
Holverstott, Lyle J.
Hogan, Wm. R.
Hoefelman, Walter M.
Hyde, D. W.

Jabine, William
Jacobson, Edna L.
Jenison, Ernestine

Kagan, Samuel J.
Keller, Herbert A.
Kenney, James F.
Kenney, Mrs. J. F.
Knipmeyer, Gilbert

Lane, C. R.
Leddy, Virginia
Lombard, Mrs. H. W.

McCain, Wm. D.
McClenning, Ellis
McDonough, E. J.
McKinley, E. W.

Marsh, John O.
Meng, Raphael N.
Moore, Mrs. John
Moses, Richard

Nation, Reid
Newsome, A. R.
Newsome, Mrs. A. R.
Nell, D. F.
Norton, Margaret C.
Nute, Grace Lee

Overman, Wm. D.

Palmer, Olga P.
Pease, Theodore C.
Pease, Mrs. T. C.
Portner, Stuart

Rau, Louise
Rifkind, H. R.
Robertson, James A.
Robinson, Morgan P.
Robertson, Mrs. J. A.
Rogers, Helene H,

Scammell, J. M.
Schwegmann, George A.
Shepard, Arthur L.
Skogh, Harriet M.
Sloan, Ruth
Slover, Robert H.
Smith, Alice E.
Smither, Miss Harriet
Stanesbeck, Frank J.
Sutherland, O. Clyde

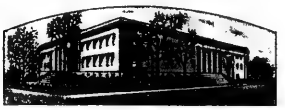
Uhlendorf, B. A.

Vander Velde, L. G.

Wetherbee, S. Ambrose
Windle, John T.

The Ohio State Archaeological
and Historical Society

ARTHUR C. JOHNSON, PRESIDENT
HENRY C. SHETRONE, DIRECTOR



HARLOW LINDLEY, SECRETARY
OSCAR F. MILLER, TREASURER

OHIO STATE MUSEUM
COLUMBUS, OHIO

October 24, 1938

Miss Margaret Norton
State Archives Building
Springfield, Illinois

Dear Miss Norton:

I had hoped almost up to the last minute that I would be able to go to Springfield, although it was a question in my mind for days preceding. However, I have been away from the office four days last week and I have an engagement the latter part of this week in Ohio and another one a week from tomorrow and for two days the latter part of the same week, so that I just concluded, that with the representative delegation we were sending, I ought not to go. It was with the deepest regret that I finally gave it up. I know you will be tremendously busy all the time the Association is there but I shall personally appreciate any time you have to give particularly to Mr. McKinley. He is so anxious to really make a contribution here in Ohio and is so capable that I want him to learn all he can from this trip.

With all good wishes,

Very sincerely,

Harlow Lindley

Harlow Lindley
Secretary, Editor
and Librarian

HL:ce

TENNESSEE STATE ARCHIVES, 1940; 1950; 1954

STATE ARCHIVES OF TENNESSEE

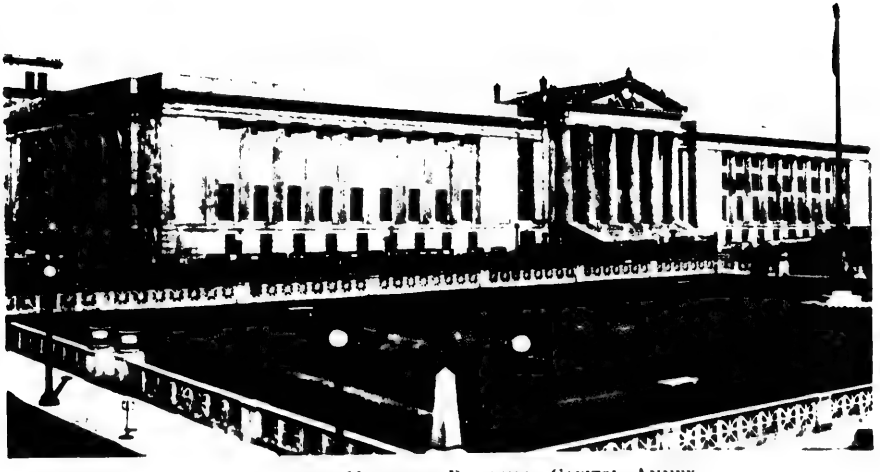
Walter Hausdorfer

1 9 4 0

Where the Archives of the State of Tennessee are housed. Views of the Capitol (note the tower) and the new War Memorial Building.



THE CAPITOL, NASHVILLE



TENNESSEE WAR MEMORIAL BUILDING—CAPITOL ANNEX

The STATE ARCHIVES OF TENNESSEE

As early as 1796 Tennessee made some provision in her Constitution (Article 2, Sect. 17), and in the Acts, 1796, Chapter 3 for the collection of documents of the governor's office, and of the legislature. Again, in 1854 the Secretary of State was required to "collect ... and arrange the books and documents belonging to the State, and place the same in the apartment of the State Capitol designed for that purpose"(1). The new Capitol, of which

(1) Tenn. Laws. Acts, 1853|54, Chapt. 41, passed Jan. 20, 1854.

the cornerstone had been laid on July 4, 1845, and first occupied by the Legislature on October 3, 1853, contained on the main floor library rooms measuring 16' X 34', and 34' X 34'. In time, however, because the Secretary was general caretaker for records of all sorts, including those of the Middle Tennessee Land Office, quarters provided even in the new building became inadequate; hence documents were piled on the stone floor of the west crypt, and gradually trash of all sorts: paint barrels, ashes, and disinfecting sand accumulated there. When one realizes that Nashville has a normal precipitation of 47.20 inches of rain per year, the twelfth highest of any city in the United States (2) and an average annual temperature of 59.3° F., or about the same as Norfolk, Va., Oklahoma City, Roswell, N. M., and Sacramento, Cal., one can understand

(2) U. S. Department of Agriculture. Agricultural statistics, 1939, p. 538-539, 536-37.

that many of the papers, by 1893, would be reduced to a mass of pulp and fit only to shovel into the garbage dump.

Other events as well, however, caused loss or destruction of records: in the early years the seat of government was migratory, being at Knoxville, 1796-1807, at Kingston, then at Knoxville for the session of 1807, at Nashville, 1812-1815, at Murfreesboro, 1819-1825, and finally in Nashville, from 1827 to the present. Civil war battles were fought in Tennessee, notably the "battle of Nashville". Documents were "loaned" to Dr. J. G. M. Ramsey and burned with his home in September, 1863. Others loaned to Dr. Lyman D. Draper were willed to the Wisconsin Historical Society. At one time the janitor ripped covers from about 3,000 volumes of ledgers and journals of the State Bank, sold the paper to the junk man, and burned or dumped the covers into the fill in the East Nashville Street bed. Administrative carelessness before, and disorganization after the Civil War likewise wrought further destruction, particularly of land records (3).

(3) See for example: Tenn. Legislature. Senate journal, 1865-66, Appendix, p. 3-44: Report of the Committee appointed to examine the archives of the State and assets of the Bank of Tennessee. Fifty-seven boxes of "assets" and 39 large boxes of documents were recovered by the Federal army and returned to Nashville, whence they had been removed by the fleeing Confederate state government. Among the documents were letters, checks, accounts, bonds, ledgers, journals, letterbooks, Turnpike company's papers, pardon petitions, election returns, Book of the Commissioners' Boundary between Kentucky and Tennessee, letter book of Governor Harris, legislative papers, etc.

Action to preserve the archives was first started by a private individual, Robert T. Quarles, who, commissioned by the Governor in 1893 to locate and deliver eighty-five chests of vouchers left by the Federal army in Nashville during the Civil War, discovered the condition of state records. The first legislative action was taken in 1901,

when a committee was authorized to investigate and report upon the housing of the archives (4). Their report

(4) Tenn. Laws. Public acts, 1901. House joint resolution no. 60, Approved March 16, 1901. The report was made on March 28th, 1901.

suggested that the attic of the Capitol would serve as a suitable storage place. Although in the mean time Quarles had been permitted to remove the papers to a drier place, the west crypt occupied by the Armory, no appropriation was made until 1903. Under "Capitol repairs" in the appropriation bill for that year was an item "For preserving the archives of the State of Tennessee ... $1,200"(5).

(5) Tennessee. Laws. Acts, 1903, Chapt. 245, Approved April 16, 1903.

So far the department of archives or office of archivist had not been authorized by the Legislature. Curiously enough, however, in the 1907 appropriations appeared an item of $4,000 for the biennium of 1907-1908 for the "Department of History and Archives" (6).

(6) Tenn. Laws. Acts, 1907, Chapt. 471 (House bill 704), Approved April 12, 1907.

Still another committee had been previously appointed (7)

(7) Tenn. Laws. Acts. House joint resolution no. 15, Approved January 30, 1907.

to examine old records and archives, report on their condition, what should be done for their preservation, and whether the Tennessee Historical Society or individuals had collections they would be willing to donate to the State. The Committee report, presented on March 20, 1907 (8)

(8) A. P. Foster. Tennessee Department of Library, Archives and History. (Tennessee historical magazine, 1921, vol. 6, p.

commending the work of Quarles, and recommending the purchase of a building near the Capitol for the housing of archives, was adopted, but the only moneys appropriated were for the continuance of the Department of History and Archives: $1,500 for the secretary, and $500 per annum for office expenses. For the next biennium, 1909-1910 a similar amount was appropriated, and for 1911-1912, the sum was increased to $5,000. Further increase to $6,000 was made for 1913-1914, allowing $1,500 for the salary of the Archivist, $500 for a clerk, and $1,000 for office expense. Thus, up to his death on March 5, 1913, Quarles served as State Archivist. His son, Robert T. Jr., succeeded him, but was replaced by Dr. Gus W. Dyer in 1914. When the appropriation for 1914-1915 expired on March 19, 1915, the legislature awoke to the fact that the Department of History and Archives existed "only by reason of the provision made in said appropriation bill"(9),

(9) Tenn. Laws. Acts, 1915, Senate resolution no. 54, approved March 30, 1915.

and ordered that a temporary person at a salary of not more than $50 a month be appointed until permanent provision could be made. Robert T. Quarles, Jr., again was placed in charge of the state archives and held office until 1918, when Willoughby S. Williams was appointed, and continued in charge until his death in 1919.(10)

(10) Appropriations for the period were: 1915-1916, $3,800; 1917-1918, $3,600; 1919-1921, $1,000 ($500 per year for office expenses)

In the meantime the World War had been terminated, veterans had returned, and the wave of patriotic fervor aroused a more active interest in Tennessee history. As a result, several

changes occurred in the organization of the department. In the 61st Assembly of the Legislature, 1919, a resolution was passed in the Senate to the effect:

> That the Governor of the State be ... authorized and requested to appoint a committee of twenty-five (25) citizens of the State to be known as the Tennessee State Historical Committee, whose duty it shall be to collect, compile, index, and arrange all data and information of every kind and character relating to the part that Tennessee has played in the great World War and turn same over to the State Archivist for safekeeping for the future historians of the State... (11)

(11) Tenn. Laws. Public acts, 1919. Senate joint resolution no. 12, Approved January 24, 1919.

On March 1, 1919 John Trotwood Moore, a man greatly interested in Tennessee history, was elected by the State Library Commission to the office of State Librarian. Since the work of the Department of Archives and History had declined through lack of financial support, it was partly transferred to the State Librarian (12) and partly to the new Tennessee

(12) Tenn. Laws. Public acts, 1919. Chapt. 76 (House bill 319) An act to abolish the Department of History and Archives, and transfer all articles, books and papers thereof to the State Library, and require the State Librarian, without additional salary, to look after the same; and authorizing the appointment of a porter by the State Librarian to aid in the additional work imposed by this Act. Passed March 25, 1919, Approved March 29, 1919.

State historical Committee, whose duties were enlarged by a Senate resolution specifying

> That the Tennessee State Historical Committee, which has been appointed by the Governor of the State under authority of Senate Joint Resolution No. 12, shall have the duty imposed upon it to collect, compile, index and arrange all data and information of every kind and character relating to the part that Tennessee has played, not only in the great world war which is now closed, but in all the wars in which citizens or soldiers of Tennessee were engaged; and also data of every sort and kind which illustrate the life, history, development, resources, progress,

> personalities, artists, authors, orators, inventors and statesmen of the State, and all such data or information on these subjects shall be turned over to the State Librarian for safe-keeping for the future history of the State (13)

(13) Tenn. Laws. Pub. acts, 1919. Senate joint resolution no. 76, Approved March 29, 1919.

In 1921 the Committee's organization and powers were further defined, and $10,000 a year appropriated for the work. Though the intention of the act was for the preservation and publication of historical data on Tennessee, some sections had significance in the evolution of a state archives law:

> Section 2 - provided that the State's world war activities be preserved in the archives.
>
> Section 3 - provided "That the Tennessee Historical Committee shall have power to adopt a seal for use and for official business".
>
> Section 8 - "That any State, County, Town or other public official, in custody of public documents is hereby authorized and empowered at his discretion to turn over to the said Committee any official books, documents, records, official papers, newspaper files, printed books or portriats not in current use in his office and said committee shall provide for their permanent preservation. But when so surrendered, copies therefrom shall be made and certified under the seal of the committee upon application of any person, which certificate shall have the force and effect as if made by the officer originally in charge of them and the committee shall charge for such copies the same fees as said officer is by the law allowed to charge"(14).

(14) Tenn. Laws. Public acts, 1921, Chapt. 74 (Sen. Bill no. 164, Approved April 1, 1921)

Two years later, however, the promise of a true archives law was even further removed by the passage of Governor Austin Peay's Administrative Reorganization Bill, which repealed the Historical Committee Act and created under the Department of Education the "Division of Library and Archives,

the head of which shall be the Librarian and Archivist"(15).

(15) Tenn. Laws. Pub. acts, 1923, Chapt. 7 (House bill no. 183), Sect. 37:4.

Appropriation of $5,000 a year, nevertheless, was provided for history and archives work for the biennium 1923-1924, and again in 1927-1928, at which time $2,400 was added for the salary of the "Keeper of Archives and Museum"(16).

(16) Tenn. Laws. Pub. acts, 1927, Chapt. 69.

This has been gradually reduced, along with the size of the staff, so that in the report of the state Department of Education for 1937|38 there is no evidence of such an office (17)

(17) Tenn. Dept. of Education. Report, 1937|38, shows the following organization: Librarian and archivist, two assistants, and the Clerk of the Land Office.

There is therefore at present no separate archives department, as the collections of documents and the function of the archivist are lodged with the State Librarian and Archivist, who is appointed, with the approval of the Governor, by the Commissioner of Education for a period of four years at a salary of $4,000 per year. Power to expend funds is lodged in the head of the Division under the Commissioner of Education (18).

(18) Michie's Tennessee code, 1938, sections 2271, 2272.

The Librarian is required to report at each session of the legislature on the condition of the library and archives, to submit a list of books purchased (Code, sect. 2274), and to keep the library open every day of the year except Sundays and holidays (Sect. 2273). The staff, as indicated above (17) consists of the Librarian and Archivist, two assistants, and the Clerk of the Land Office (since 1927). Apparently the library staff is exempt from provisions of the Merit System Act (Code, sect. 345), although no specific decision

or action of the Governor on that question has been discovered. Despite the fact that the Division of Library and Archives has no statutory "historical committee" function, it is obliged by terms of acceptance of the Tennessee Historical Society collection to service the Society's materials (19).

(19) Tenn. Laws. Pub. acts, 1927. Senate joint resolution no. 47, adopted by the Senate April 28, and by the House, April 29, 1927. "That...the State of Tennessee, through its Division of Library and Archives, or its successors, shall take, hold and administer in trust for permanent preservation and use for historical research and education, the collection ... of the Tennessee Historical Society, in accordance with the terms set forth in said memorial".

Thus in 1937 classification of archives in the tower of the Capitol was interrupted by a request from the late president of the Society to list the holdings of the organization (20). Some notion of appropriations and how they

(20) Tennessee. (American archivist, July, 1938, vol. 1,p.156)

Are expended may be obtained from the following table (21):

Capitol Library and Archives. Classified disbursements for the three fiscal years ending on June 30,

	1934	1935	1936
Salaries and wages	9,029.50	9,114.00	8,964.00
Library books	0.00	0.00	1,289.55
Periodicals and subscr.	0.00	0.00	708.67
Dues	0.00	0.00	23.00
Book binding	700.00	999.40	300.00
Printing	430.65	108.05	142.75
Traveling expenses	94.33	138.66	185.24
Library supplies	0.00	0.00	4,315.00
Office and bkpg. suppl.	213.14	259.01	244.03
Postage	250.00	325.00	150.00
Misc. supplies, services, equip.	7,402.93	9,108.83	2 610.20
Totals	18,120.55	19,952.95	18,932.44

(21) Tennessee Taxpayers Assoc. The taxpayers fifth annual survey of the government of the State of Tennessee for the fiscal year ended on June 30, 1936. Nashville, 1936, p. 111.

HOUSING OF THE ARCHIVES

As related in the brief historical introduction Robert Quarles found the archives poorly housed, and labored to classify and place them in the attic of the Capitol, so that at the time of his death in 1913 eight million documents were said to have been thus transferred (22).

(22) Charles L. Lewis. Robert Thomas Quarles and the archives of Tennessee. (Tennessee historical magazine, April, 1925, vol. 9, p.3-8).

Though the documents were at least roughly sorted out and removed from the damp crypt, they were still subjected to serious fire hazard, to dust, and to water from leaks in the roof, and were not conveniently arranged for consultation. Mr. Hamer described the situation thus:

> The perservering student, following a janitor who carried the archives key up a long, narrow and steep flight of stone steps, might gain access to the room. Here no one was in permanent charge to guide him in his search for information. The place was poorly lighted, unheated in winter, hot under the roof in summer (23).

(23) Philip M. Hamer. The preservation of Tennessee history. (North Carolina historical review, April, 1929, vol. 6, p. 133)

Various unsuccessful moves were initiated by the Tennessee Historical Society and others, including state officials who worked in cramped quarters in the old Capitol, to have a new building authorized, but no legislative action was taken until members of the House found that their lives were endangered. Then they passed a resolution:

> ...that a committee of three be appointed by the Speaker of the House and authorized forthwith to employ an engineer to work in connection with the said Committee and with the State Librarian for the purpose of making an investigation of the State Archives, with a view of determining whether or not the excessive weight placed in the attic above

> the House of Representatives, is calculated to overload the floor of the attic so as to crush and break same, and endanger the lives of members of the House...(24)

(24) Tenn. Laws. Public acts, 1919. House resolution no.30, Adopted March 17, 1919.

Another factor also hastened authorization of a building: the desire to erect a memorial to war veterans. As a result, the purposes were combined and a bill was passed in 1919 (25)

(25) Tenn. Laws. Public acts, 1919. Chapt. 122 (Sen. bill no. 1132)

"to provide for the establishment of a park in the city of Nashville, Tennessee, and for the erection of a Memorial Hall to commemorate the heroic services of the soldiers and sailors of the State of Tennessee who fought or died in the recent war... to provide for the acquisition of property for, and the construction of a capitol annex as part of said memorial plan..." Despite the fact that the new building has provided fireproof quarters, they are largely filled with current material, so that there is no space for the older, unclassified records still in the "Demosthenes lantern" or tower of the old Capitol. They are therefore as inaccessible as ever, though service of them has doubtless improved.

Much more careful supervision, than in the old days of Ramsey and Draper, of the use of documents is exercised: for material withdrawn by officials receipts are required, and some documents may not be taken from the building, but must be consulted in the archives or in the State Library.

Anyone who wishes to obtain certified copies of certain documents may do so, as Sect. 9751 of the Tennessee Code (1938) provides that "Every officer having custody of a public record or writing is bound to give a certified

copy thereof". Under Section 9773 the State Librarian may certify copies of records of service in the world war and such copies shall be receivable in evidence. Again, section 9747 indicates that certified copies of all records, entries, etc., or other papers belonging to any public office, or by authority of law, filed to be kept therein, are evidence in all cases.

In spite of the absence of a general archives law, there are certain provisions in the Tennessee Code for the protection of materials. The law does not specify when or what records are to be transferred to the archives, nor does it give exact rules for the loan of records, but as indicated above, regulations as to the latter exist. Section 2275 declares that books cannot be taken from the library except by certain court officials, and then only upon deposit of a receipt with the Librarian. This may have been extended by interpretation to any materials under the custody of the Librarian. The law provides more specifically for delivery of books papers and property to the successors of public officers, for Section 1867 declares non-delivery to be a misdemeanor, and refusal to deliver is punishable by commitment to jail. Anyone found guilty of stealing public records may be sentenced from three to fifteen years in the penitentiary (Sect. 10,936) and 10,944), and anyone destroying such records shall be punishable as guilty of larceny (s.10,938). For the recovery of documents in private hands the procedure is to apply to the court, and the judge will institute an inquiry (s.1868). If evidence of failure to deliver records is discovered, a search warrant may be issued (s.1872) and books etc., found by virtue of such warrant shall be returned

to the complainant (s.1873). In case the person charged with failure to surrender papers makes oath that he has made delivery, he is freed from all further proceedings against him (s.1870).

Private papers may be accepted, as were those from the Tennessee Historical Society in 1927 (19) and various other copies of papers, but outside the Governors' correspondence, which are in the archives, these papers are considered part of the historical manuscript collection of the State Library rather than of the archives of the State. In this connection the authenticity of a document once out of the custody of the official or archivist is touched on only indirectly in the Code (s. 7700) which provides that the liability of a register or clerk is suspended when "record book or books are kept out of the office and custody of said clerk or register". What the legal status of Civil War or pre-Civil War documents is, is not indicated.

LOCAL ARCHIVES

The nearest approach to the inclusion of local archives with those of the State was reached in Section 8 of the Tennessee Historical Committee Act of 1921 (14), which permitted state, county, town or other public official to turn over to the Committee "any official books, documents, records, official papers, newspaper files, printed books or portraits not in current use in his office", but advantage of this provision was not taken before the repeal of the Act. Some of the local archives in Nashville, namely older records of the Supreme Court, were turned over to the State Archives (26),

(26) St. George L. Sioussat. A preliminary report upon the archives of Tennessee. (American Historical Association, Annual report, 1906, vol. 2, p. 299).

and doubtless others, since the construction of the new memorial building, have been added.

Some consideration is given to the proper care of records in provisions of the Code, Sections 7681-7700, relating to the transcription of mutilated records, the rebinding of books, and the submission to the county court of all records for examination. Specific mention is made in Sections 2282-2283 of the fact that the Clerk of the Supreme Court at Nashville "shall be ex officio librarian and archivist of said books and records".

All this, however, is inadequate for the proper preservation of local archives, for Sioussat's survey and the more recent survey of county archives showed some shocking conditions (20),p. 157-58). The federal project, sponsored by the Librarian and Archivist for the D. A. R. of Tennessee, for the copying of original county records promises to bring into the state library much historical material, though this, of course, will not have archival status.

STATE ARCHIVES COLLECTIONS

The only published survey made of the collections in Nashville is that of St. George L. Sioussat (26) in 1906. Since that date, however, many of the records listed in offices may have gone to the archives; hence it is difficult to describe what is in the custody of the Librarian and Archivist. Many early records exist, however, in spite of the ravages due to neglect, wars, and wanton destruction. Because the state was once a part of North Carolina many of the archives of the latter are important for the period before 1796. Among the documents for this period are

the old settlers'agreements: the Watauga (which is in Raleigh), the Cumberland compact (Tennessee Historical Society), the State of Franklin (scattered), and the Clarksville agreement, now in the Wisconsin University library. The Blount journal, a part of the Tennessee Historical Society collection, is now, of course in the possession of the State.

During the long period of statehood the most of the records found their way to the office of the Secretary of State, for he was, from the first year of statehood, 1796, required to keep the papers of the governor, and the bills and proceedings of the legislature, and a record of all bonds, and of all commissions. Since other officers were not legally entrusted with the care of papers, they deposited those of other departments. This centralization has doubtless preserved many records that might otherwise have been scattered and lost. As a result, many of the manuscript journals of the legislature were found in his office, from the first, 1796, session to the 51st, 1899 session, and miscellaneous bonds, warrants, commissions, pardon records, executive correspondence for the pre-Civil War period. The executive papers, including the correspondence of governors, 1796-1904, records of officers' bonds, 1796-1906, internal improvement correspondence, 1827-1869, magistrate election papers, 1808-1860, election returns, 1810-1900, together with judicial papers, comprising transcripts of equity and law, 1800-1865, various other transcripts and records, and original opinions of the supreme court, 1830-1897. Financial papers included the period before the establishment of the office of Comptroller, 1836, when two and three treasurers existed at the same time, 1798-1836, as well as broken sets

of detailed reports, to the Civil War; treasury ledgers, 1855-1898, and many papers on state debt, bonds, etc. Military papers prior to 1880 comprising eight to ten thousand pieces, including Civil War records, also were in the archives. Boundary dispute papers also bulked large. As the Secretary of State was likewise at one time land commissioner of West Tennessee, many early land records going back to the early part of the nineteenth century were preserved in his office. These related not only to the West, but also to East and Middle Tennessee. Apart from the records of Middle Tennessee, kept in the State Capitol, those of other sections seem far less complete and unbroken.

Supreme Court records since 1871 were said to be complete in the West Tennessee district, but earlier papers, some of which were in the courthouse loft, were in a confused state. For Middle Tennessee only papers of recent years were kept, the others having been turned over to the Archives. For East Tennessee, Knoxville, the records dating from 1810, from the organization of the court, seemed in good condition but were not well arranged.

When Sioussat made the survey Quarles had only partially and roughly classified the archives. With the subsequent work of Quarles, R. T. Quarles, Jr., John Trotwood Moore, and Mrs. Moore, the collection has become more usable. According to the latest report(20) inventory lists of departmental and other records have been prepared, the material filed in uniform cartons, and an abstract of all classified records, with period covered, is on file.

> Land warrants, entries, plats, and certificates of surveys are classified and card indexed. Military grants, in constant use, have been given the same treatment, the cards showing the number of grant, name of soldier, name of grantee, number of acres received, location of landmarks, and the country in which the grant is located. A cross-index file of the contents of 5,093 containers was made and filed by subject, chronologically, during the past year. All North Carolina grants made to soldiers of the Continental Line who were given land in Tennessee were card indexed, and an index for the nine volumes of North Carolina Purchase grants is now being made. Supreme court records from 1800 to 1865, showing no execution numbers, have been classified by the style of the case. Later records are classified by execution numbers.
>
> By the aid of a federal project, considerable preliminary classification is being continued in the archival material in the tower of the Capitol. Obsolete pardons, paroles, requisitions, and extradition papers have been removed from bundles, unfolded, cleaned, and pressed, and filed in uniform cartons and labeled; the inactive material has been separated from the active and filed permanently. The governor's correspondence is being treated likewise: each letter is given a separate manila folder, is briefly abstracted, and is placed chronologically, preparatory for the final classification. Several thousand papers have been carefully handled during the past few months. (20), p. 156)

In addition to the archives supplemental historical material has been added. Mention was made of the Tennessee Historical Society collection, added in 1927. Rich in historical manuscripts, pamphlets, newspapers, relics, etc., it has only a limited amount of what might be called archival in nature: documents of the Cumberland agreement, records of Washington County, executive journal of the territory south of the river Ohio, papers on Indian treaties, boundary disputes, and official and semi-official letters of governors, as those of Governor McMinn. Some single letters, local family records, a few manuscripts, photostatic copies of 1812 and Cherokee war records, typed copies of the 1820 county census records have been acquired. Under the sponsorship of the Library

the Tennessee Society D. A. R. has been carrying on a federal project for copying original records in county courthouses, early court minutes, marriage bonds, settlements of estates, wills and inventories, tax lists, etc.

Historical material, some archival, is scattered over the country. The pre-statehood agreements are in Raleigh and Wisconsin, the Washington County papers, in the archives of North Carolina, State of Franklin material, some in Wisconsin, in Virginia, and some in the State Department in Washington. One of the most important collections outside the state is the archival material lent to Dr. Lyman C. Draper, which he willed to the Wisconsin State Historical Society. Although John Trotwood Moore was authorized in April, 1919, to negotiate with the University of Wisconsin for the return of the "Draper manuscript", he was apparently unsuccessful(27)

(27) Tenn. Laws. Public acts, 1919. Senate joint resolution no. 92, approved April 9, 1919.

No official guides to the archives have been published. As a matter of fact, the only official publication is that of the "Journals of the Senate and House ... of Tennessee, 1796-1796", issued under the name of the Division of Library and Archives in 1933. Sioussat's "A preliminary report on the archives of Tennessee" (26) is the only fairly comprehensive list. There is also an M. A. Thesis presented at the George Peabody College for Teachers in 1926, by Silas Erwin Scates on "A classification of some historical material in Nashville, Tennessee". A list, probably partial, of the "Tennessee Historical Society manuscripts" was published in the American historical magazine (28), and many of the documents themselves,

(28) American historical magazine, 1901, vol. 6, p.301-350)

of course, have been published by J. G. M. Ramsey in his "Annals of Tennessee to the end of the eighteenth century" (Charleston, Walker & James, 1853. 744p.), and by others in the magazine mentioned above and in the Tennessee Historical magazine.

On the whole one might summarize the situation of the state archives in Tennessee by saying that they contain a wealth of historical material which has been brought to light in spite of the step-fatherly attitude of the state government, by those who struggled to preserve and to organize the official records of the state.

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Tennessee State Library and Archives
State Department of Education
State Capitol, Nashville, 3

MRS. JOHN TROTWOOD MOORE
STATE LIBRARIAN AND ARCHIVIST

May 10, 1950.

Miss Margaret Norton
Illinois State Archives
Springfield, Illinois

Dear Miss Norton:

I am heartily ashamed at not having written to you and Miss Rogers before this, to tell you how much we enjoyed our visit to Springfield and how much we all appreciated your hospitality. You both have gone through building operations, so I hope you will not judge me too harshly. I expect to write to Miss Rogers within a day or so.

Enclosed is a copy of my letter to Mr. Church and the special allottments mentioned. In order to get this to you as quickly as possible, I have resorted to carbon copies. I hope you will not mind too much.

As soon as I hear from Mr. Church I shall either wire you or call you by phone. I am hoping to hear from him in time to get the dates all settled between us by the end of this week. It might be a good idea for you to drop me a card or note telling me how I might reach you by phone during hours that you are not in the office. Also, you might let me know if I am correct as to the dates on which you cannot come. This would help me in talking with Mr. Church.

Cordially yours,
Dan M. Robinson
Dan M. Robinson
State Librarian and Archivist

P.S. Dr Kuhlman has just learned that he will be tied up with board meeting through Thursday, May 18. He is free thereafter.
DR

May 10,1950.

Mr.Randolph W. Church
Virginia State Library
Richmond, Virginia

Dear Mr.Church:

Dr.Kuhlman, Mr.Parrent, and we of the library staff have been going over my report, a copy of which was sent you, with the aim of condensing it to more specific terms, so far as space requirements are concerned. While we have not reached definite decisions at all points, we do feel that we have gone far enough to make it worth while to call upon our associate consultants for their suggestions, criticisms, comments,etc. We believe that a couple of days together here on the scene would enable us to clear up our business at this stage.

Miss Margaret Norton of the Illinois archives is our other associate consultant. She leaves for Europe on August 1. We would like to have a meeting as soon as possible, with the thought that another consultation might seem advisable after the preliminary sketches are drawn, and we should like to get all this done before Miss Norton leaves for Europe. She has indicated that she can come at almost any time now, except May 14 and May 22-23. Mr.Parrent is out of town this week, so it seems that some time during the week of May 15-20 would be fine if that suited you. If you can't come during that week, we would hope that you could make it between May 24-27. Perhaps we could meet on Sundays if that would help matters.

If you could wire me, collect, at the State library or at 200 Cantrell,Avenue, after Friday, we might speed the settlement of the exact time.

The attached sheets will give you a general idea on the results of our thinking. Mr. Parrent has made two requests. First, that we arrive at some definite conclusions on special requirements before he begins to draw his preliminary sketches; second, that we be not too specific in alletting the various areas, so as to give some play to his architectural ideas.

In general, we are thinking of the building in two distinct but connected areas: I. that given over to public functions for the most part; and II. that given over to the stacks. The building will be air conditioned throughout.

I. The entrance hall, facing the street to the east, will be flanked by wings on both sides. This area will cover some 8,000 sq.ft., and will consist of four floors of that dimension. For the most part these will be the height of two stack levels - about 16 feet. The top or fourth floor will be without windows, not fully furnished, to be used as a storage area for the time being, but designed to accommodate stacks when same is needed and money make conversion possible.

II. The stack area will be in the rear of area I, connected with the central portion and with both wings. It will extend unbroken from the ground up.

I hope that this general statement will enable you to consider more easily the following data.

Sincerely,

Dan M. Robison

TENNESSEE STATE LIBRARY AND ARCHIVES BUILDING

Part I. Public Functioning Area

First Floor (Ground) 8000 sq.ft.

	sq.ft.	
1. Steam conversion room	200	
2. Fan room	640	
3. Refrigeration room	400	
4. Shipping snd receiving room	500	- 400
5. Elevator	~~63~~	90
6. Cleaning and fumigating room	550	- 572
7. Storage room	650	- 560
8. Men's rest room	187	
9. Women's Rest room	187	
10. Janitor's room	168	
11. Janitor's store room	168	
12. Music Audition room	0	- 96
13. Stairways (2)	400	
14. Storage and study area for land records, maps, newspapers	1350	
15. Archives preparation room	728	— 2000
16. Archives Search room	540	21x30
17. Reference desk and offices	296	
18. Archivist's offices (2)	446	12x18
19. Hallways and catalogue area	480	
	~~7,953~~	7,997

TENNESSEE STATE LIBRARY AND ARCHIVES BUILDING

Part I. Public Functions Area

Second Floor (Main) Total Area 8000 sq. ft.

		Square feet		
1.	Entrance Vestibule.....	162		
2.	Entrance Hall.....	1368	-	1080
3.	Library Catalogue room.....	0	-	648
4.	Information & circulation desk and cloak room.....	0	-	378
5.	Hallway to hold library catalogue, information and circulation desk and cloak area.....	980		0
6.	Special collection rooms (3).....	0	-	324
7.	Stairways (2).....	400	-	200
8.	Public Telephone booth.....	8		
9.	Library Work room.....	1689	-	1539
10.	" binding and receiving room.....	0	-	486
11.	" Director's offices (2).....	456	-	0
12.	" Reading room.....	2160	-	1980
~~13.~~	~~" Reference room.....~~	~~120~~	~~-~~	
14.	Reference librarian's offices (2).....	252		
		7,595		7,177

TENNESSEE STATE LIBRARY AND ARCHIVES BUILDING

Part I. Public Functions Area

Third Floor - Total Area 8000 Sq. Ft.

		Sq Ft.		
1.	**Administrative Offices**			
	a. State Librarian and Archivist	500	-	378
	b. Administrative assistant	350	-	270
	c. Secretarial office, including reception area	450	-	378
	d. Supply room	100	-	0
2.	**Extension Division**			
	a. Director's office	285	-	270
	b. Secretarial office	270		
	c. Professional assistant office	216		
	d. " " "	216	-	0
	e. Conference or work room	334		
3.	**Historical division**			
	a. Historical Commission office	180		
	b. Historical Society office	180		
	c. Publications office	270		
4.	Conference room (large)	334		
5.	" " (small)	288	-	200
6.	Stairways	400	-	200
7.	Auditorium	1260		
8.	Special collections rooms (3)	324		
9.	Toilets	130		
10.	Staff rooms	630		
11.	Photographic laboratories	1053		
12.	Documents repair room	270	-	1000
		7,970		6,871

TENNESSEE STATE LIBRARY AND ARCHIVES BUILDING

Part II. Stack Areas.

1. Stack plan for books.....40,000 sq.ft.

Formula used:

31,000 linear ft. of library material represents 248,000 Vols. Add 1/6 for working space. Present collection requires space for 290,000 vols. Shold provide stack space for double present collection. Five decks each 75' x 105' at 15 vols.per sq.ft. holds 118,125 vols. Five decks equal 590,625 vols. This assumes ranges center on 54", end aisles 4' and includes stack stairway and elevator.

2. Archival Stack Space ..... 40,000 sq.ft.

Formula used:

If ranges, i.e. structural columns, are spaced at 54", end aisles are 4' wide, and allowance is made for stairways and stack elevators, a given stack level will house again as many cubic feet of archival materials as are represented by the square foot floor space of the deck, providing verticle files six drawers high are used as in the Illinois archives. Also, if the present 76,000 cubic feet of archival material can be reduced to say 40,000 cu. ft. by screening, it would require 20,000 sq. ft. of stack area to accommodate the archives as estimated. If possible an equal amount of additional space should be provided for growth.

Tennessee State Library and Archives
State Department of Education
State Capitol, Nashville, 3

June 22, 1950

DANIEL M. ROBISON
STATE LIBRARIAN AND ARCHIVIST

MRS. JOHN TROTWOOD MOORE
STATE LIBRARIAN AND ARCHIVIST EMERITUS

Miss Margaret C. Norton
Illinois Archives Building
Springfield, Illinois

Dear Miss Norton:

On May 27, a day or so after our consultations with you and Mr. Church, Dr. Kuhlman prepared a statement which, we in Nashville believe, sets out our spatial requirements as substantially agreed to by us all.

Since that time we have been trying to fit these requirements into the available space. We have had to do some adjusting here and there. The results of our deliberations appear in the statement dated June 17. Where items have remained unchanged, I have used the word "same".

You will note that we have put the photographic laboratory and the restoration room on the third floor. We considered the fact that both you and Mr. Church thought these should be on the ground floor. We found that to place them there would crowd the archives work and search area entirely too much. The experience of the Joint University Library, with its photographic laboratories on the fourth floor, has emboldened us to go against the advice of two very fine consultants rather than to cramp our future archival operations.

It is our thinking that after our two associate consultants have had time to consider the revised statement, it might be well to have another joint meeting, say for one day, at which we could consider the proposed changes. Too, if time permits, we might give the whole picture a final glance before Mr. Parrent begins his more definitive drawings. Would you be so kind as to let me know (a) the dates that are inconvenient or impossible to you; (b) the dates that you would prefer. We should like the meeting at the earliest practical date.

Sincerely yours,
Dan M. Robison
Dan M. Robison
State Librarian and Archivist

DMR/hde
encl:

SPATIAL AND FUNCTIONAL REQUIREMENTS OF THE PROPOSED
TENNESSEE STATE LIBRARY AND ARCHIVES BUILDING

I MAIN FLOOR (SECOND FLOOR)

1. Entrance Vestibule and Stairways
(Air conditioning requirement) — 10' x 40' - 400 sq. ft.

2. Entrance Hall - Dimensions are the architect's concern — 25' x 40' - 1000 sq. ft.

3. Public Catalog for Library — Equivalent space 18' x 36' - 648 sq. ft.

4. Circulation Desk (Can be in wall between entrance hall and stacks)

5. Reference Desk - Possibly a desk and working space 8' x 12' in main reading and reference room — 8' x 12' - 96 sq. ft.

6. Reference Librarian's Office - Could be made with book cases and glass partitions — 12' x 12' - 144 sq. ft.

7. Reference Librarian's Secretary — 9' x 12' - 108 sq. ft.

8. Main Library Reading Room - Space for 80 readers — 24 sq. ft. for 80—1920 sq. ft.

9. Library Staff Work Room — 27' x 57' - 1539 sq. ft.

10. (a) Office of Head of Library Division. Should be adjacent to Staff Work Room — 12' x 15' - 180 sq. ft.
(b) Secretary to above in adjacent office — 12' x 15' - 180 Sq. ft.

11. Library Binding Space — 15' x 33' - 495 sq. ft.

12. Public Telephone Booth

Total square feet exclusive of stacks — 6710 sq. ft.

13. Stack Plan for Books — Stack area 75' x 105'

31,000 linear feet of library material represents 248,000 volumes. Add 1/6 for working space. Present collection requires space for 290,000 volumes. Should provide Stack space for double present collection. Five stack decks each 75' x 105' @ 15 volumes per square foot hold 118,125 volumes. Five decks equal 590,625 volumes. This assumes ranges center on 54", end aisles 4' and includes stack stairway and elevator.

Five decks equal space for 590,625 volumes

7875 sq. ft. per deck

II GROUND FLOOR (FIRST FLOOR)

1.	Steam Conversion Room		200 sq. ft.
2.	Switchboard Place with transformer under entrance terrace		
3.	Fan Room		640 sq. ft.
4.	Refrigeration Room		400 sq. ft.
5.	Elevator - freight		90 sq. ft.
6.	Archives - not including stack space		
	a. Receiving, fumigating and cleaning space	30' x 33' - 990 sq. ft.	
	b. Temporary storage of archives	18' x 33' - 594 sq. ft.	
	c. Restoration of archives	24' x 33' - 792 sq. ft.	
	d. Archives preparation	33' x 45' - 1485 sq. ft.	
	e. Archivist's Office	12' x 18' - 216 sq. ft.	
	f. Secretary's Office (Accommodate typist pool)	15' x 18' - 270 sq. ft.	
	g. Archives Catalog Room	27' x 30' - 810 sq. ft.	
	h. Reference Desk as approach to entrance to stacks	7' x 9' - 63 sq. ft.	
	i. Land Office and Archives Search Room	24' x 33' - 792 sq. ft.	
	j. Map area (Could be in stacks)	60 linear feet of wall space	819 sq. ft.
	k. Two glass walled studies, each	6' x 9'	108 sq. ft.
7.	Men's Rest Room	11' x 17' - 187 sq. ft.	
8.	Women's Rest Room	11' x 17' - 187 sq. ft.	
9.	Janitor's Room	12' x 14 ' - 168 sq. ft.	
10.	Janitor's Store Room	12' x 14 ' - 168 sq. ft.	
	Total square feet		8979 sq. ft.

11. Archival Stack Space

If ranges i.e. structural columns are spaced at 54", end aisles are 4' wide and allowance is made for stairways and stack elevators, a given stack level will house again as many cubic feet of archival materials as are represented by the square foot floor space of the deck, providing vertical files six drawers high are used as in the Illinois Archives. Also, if the present 76,000 cubic feet of archival material can be reduced to say 40,000 cubic feet by screening, it would require20,000 square feet of stack area to accommodate the archives as estimated. If possible an equal amount of additional space should be provided for growth. If vertical files are placed back to back and each aisle serves cases on either side, cubic foot storage capacity can be doubled.

May 27, 1950

III THIRD FLOOR

1. Chief Adminstrative Offices	
a. Director's Office	18' x 21' - 378 sq. ft.
b. Librarian Emeritus Office	15' x 18' - 270 sq. ft.
c. Secretary and Reception Area	18' x 24' - 432 sq. ft.
d. Supply Room	Grill Stack area
2. Lecture and Exhibit Room Allow 8 ½' front to first row. Center rows on 40" Allow 6' for aisle or aisles, 2' per chair seat, 12 per row - 120	27' x 42' - 1034 sq. ft.
3. Staff Lounge and sick bay	15' x 24' -360 sq. ft.
Rest Room and Kitchenette	9' x 12' -108 sq. ft.
Men's staff room	9' x 15'-135 sq. ft.
4. Extension Division	
a. Office of Director	15' x 18' - 270 sq. ft.
b. Office of Secretary, plus ⅛ closet space	15' x 18' - 270 sq. ft.
c. Office of Technical Assistant	12' x 18' - 216 sq. ft.
5. Historical Division	
a. Office of Historical Commission	12' x 15' - sq. ft. 180
b. Office of Historical Society	12' x 15' - 180 sq. ft.
c. Publication Office	15' x 18' - 270 sq. ft.
6. Microphotographic Laboratory	27' x 39' - 1053 sq. ft.
7. Large Conference Room, seat 25	13' x 28' - 334 sq. ft.
8. One small Conference Room - seat 12 to 14	12' x 19' - 228 sq. ft.
9. Three special Collection Rooms	9' x 12' ea. 324 sq.ft.
10. Men's Rest Room	10' x 12' -120 sq. ft.
11. Women's Rest Room	7' x 10' - 70 sq. ft.
Total Square Feet	6232 sq. ft.

1 MAIN FLOOR (SECOND FLOOR)
Statement of June 17, 1950

1. Entrance Vestibule
(Including Main Stairways) 51' x 14' - 714 sq.ft.

2. Entrance Hall
(Back wall used for public catalog area 51' x 30' - 1530 sq. ft.

3. Included in No. 2

4. Same

5. Same

6. Same or perhaps smaller

7. Omitted

8. 66' x 36' plus 10' x 20' - 2576 sq. ft.

9. 64' x 36' - 2204 sq. ft.

10. (a) 16' x 12' - 198 sq. ft.
(b) secretary to sit in main room

11. 20' x 20' - 400 sq. ft.

12. Same

13. Same

June 17, 1950

II GROUND FLOOR (FIRST FLOOR)

1,2,3,and 4, Moved outside main building	
5. Two elevators in stack area	
6. a,1, Receiving and shipping room (outside main building)	25' x 30' - 750 sq. ft.
a,2, Fumigating area	6' x 8' - 48 sq. ft.
Cleaning area	32' x 10' - 320 sq. ft.
b. (flexiable with d.)	18' x 18' - 324 sq. ft.
c. moved to 3rd floor	
d. Archives preparation (flexiable with b.)	58' x 48' - 2784 sq. ft.
e.	18' x 15' - 270 sq. ft.
f.	17' x 15' - 255 sq. ft.
g. Archives card index to be along wall of hall connecting preparation and research rooms Hall to be	52' x 11' - 572 sq. ft.
h. same	
i. (1) Archives search room	66' x 18' - 1188 sq. ft.
(2) Land Office	18' x 12' - 216 sq. ft.
J. Map area available outside stacks	160 linear ft.
k. Two glass walled studios	8' x 8' - 128 sq. ft.
7.	14' x 17' - 238 sq. ft.
8.	14' x 17' - 238 sq. ft.
9. In stacks	
10.	18' x 12' - 216 sq. ft.
11. same	

III THIRD FLOOR

1.
a. 15' x 19' - 285 sq. ft.

b. 12' x 19' - 228 sq. ft.

c. 15' x 17' - 255 sq. ft.

d. same

2. 30' x 52' - 1560 sq. ft.

3. a. staff room 14' x 20 ' - 280 sq. ft.
b. kitchenette 10' x 4' - 40 sq. ft
c. sick bay 9' x 11' - 99 sq. ft.

4. Total area to be divided by shelf-glass walls as needed 53' x 19' - 992 sq. ft./007

5.
a. 12' x 10' - 120 sq. ft.

b. 12' x 10' - 120 sq. ft.

c. 13' x 10' - 130 sq. ft.

d. Historical Society work or display room 23' x 10' - 230 sq. ft.

6. 55' x 19' - 1045 sq.ft.
7. 27' x 10' - 270 sq. ft.

8. Omit

9. One special collection room 19' x 15' - 285 sq. ft.

10. 10' x 12' (120Sq.Ft.) plus 6' x 5' (30 sq. ft) - 150 sq. ft.

11. As 10 above " " " " " 150 sq. ft.

12. Repair and restoration room 15 ' x 36 ' - 540 sq.Ft.
13. Two studies for visiting scholars 10' X 10' - 200 sq. ft.

14. Office wash room or supply 8' x 8' - 64 sq. ft.

15 Office filing or supply room 9' x 10' - 90 sq. ft.

IV FOURTH FLOOR

1. Undivided area

(a) First Stack level	174' x 368' -(6264 sq.ft)plus 50' x 10' (500 sq. ft.) -	6764 sq.ft.
(b) Second stack level	Same	6764 " "

This area is intended for storage purposes for the present. Its construction, however, will permit installation of two regular stacks or valut levels over whole area, to take weight comparable to other stacks. This floor will have no windows, but will be air conditioned and well lighted. It will adjoin regular stacks and may be reached by elevators from those stacks. It will also be reached from office area by single stairway with locked door.

Ultimately the fourth floor area may be used for departmental vaults, if that seems desirable. Otherwise it can be used as library stacks or archival vaults as need dictates.

June 23, 1950

Dr. Dan Robison
State Librarian and Archivist
Tennessee State Library and Archives
State Capitol,
Nashville 3, Tennessee.

Dear Dr. Robison:

Your letter has just arrived so I have not had time to study the proposed draft concerning space requirements. I have just checked with Miss Rogers about going back to Nashville and she said so far as she was concerned any time except July 12-25 (A.L.A. period) would be all right. She wants me here at that time to cover any visits of official guests who might come in the absence of so many of the staff. And, as she remarked, "All your commission ought to be at A.L.A. themselves at that time." So far as the Archives Department here is concerned, I would rather not be away next week because of staff vacations but can go if that is the best time for the rest. I am not too keen on traveling the 4th of July weekend though that might be a good time to have the meeting. I do not think I should be away the last week of July because on account of the proposed railroad strike I might have to leave here earlier than I had planned in order to be sure of transportation to New York in time to catch my boat. I definitely should be back in Springfield not later than July 29th.

To recapitulate: So far as I personally am concerned, the best time for me to go would be between July 5 and 12, but I can go at any time most convenient for the others, including weekends. If the conference is to be only for one day I shall not need hotel accomodations.

Sincerely,

July 6, 1950

Spatial Allotments —— Tennessee Library - Archives Building

I Main Floor (Second Floor)

	Dimensions	Area
1. Entrance Vestibule and Stairways	57' x 17'	969 sq. ft
2. Entrance Hall (Back Hall used for public catalog area)	57' x 30'	1710 "
3. Public Catalogue (Library) Included in No. 2		
4. Circulating Desk - Same		
5. Reference Desk and work space (same location)	12' x 6'	72 "
6. Reference Librarian's OFFICE	12' x 11'	132 "
7. Reference Librarian's secretary (no office)		
8. Main Library Reading Room (space for 80 readers)	34' x 89'	3026 "
9. Library Staff work room	70' x 34'	2380 "
10. (a) Office, Head of Library Division	17' x 10'	170 "
(b) Secretary- no office		
11 Library Binding space (Includes desk for 10b)	18' x 18'	324 "
12. Public Telephone Booth		
Total Square Feet exclusive of stacks		8783 "
13. Stack Plan		
Total Stack and vault area		72,000 "
8 levels at 7,000 sq. ft. each - 56 M		
2 front levels 7,000 sq. ft. each 14 M		
2 vault area 2,000 sq. ft. each 2 M		

Could add 7,200 sq. ft. by extending west wall toward alley by 9 ft.

July 6, 1950

II Ground Floor(First Floor)

	Dimensions	Area
Outside Main Area		
Nos. 1,2,3,& 4, - Steam Conversion, switchboard fan, and refrigeration rooms.	26' x 80'	2080 sq. ft.
No. 5 A. Shipping and Receiving room	24' x 30'	720 "
TOTAL outside main area		2800 "
Inside Main Area		
5. Elevators (2) Inside stack area		
6. Archives- not including vault space		
a. Receiving room outside main area		
Fumigating room	5' x 8'	40 "
Cleaning area	35' x 12'	420 "
b. Temporary storage of archives (Flexible with d.)	22' x 34'	748 "
c. Restoration room- moved to 3rd Floor		
d. Archives preparation (Flexible with b.)	34' x 60'	2040 "
e. Office area for Archivist, secretaries and Land Office	45' x 18'	810 "
f. Secretary's Office- included in d.		
g. Archives card index to be along hall connection preparation and research rooms. Hall to be	56' x 10'	560 "
h. Reference desk and work area	14' x 8'	112 "
i. (1) Land Office included in e.		
(2) Archives Search Room		1153 "
28' x 16' - 448		
30' x 15' - 450		
17' x 15' - 255		
j. Map area		
(a) 72 linear ft. in research roon	38' x 14'	532 "
(b) Indefinite number in stacks		
K. Two glass walled studies	8' x 17'	136 "
7. Men's Rest Room	19' x 15'	285 "
8. Women's Rest Room	19' x 15'	285 "
9. Janitor's Room - in stack		
10. Janitor's Store Room	12' x 19'	228 "
11. Two stairways - each	17' x 14'	476 "

continued next page

Continued from page 2

	Dimensions	Area
[redacted] exclusive of vaults (not including passage areas in search and preparations room)		7825 sq. ft.

12. Archival Vault Space
See no. 13 on page 1.

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III Third Floor

	Dimension	Area
1. Chief Adminstrative Office		
a. Directors Office	15' x 15'	225 sq. ft.
b. Librarian Emeritus Office	12' x 16'	192 "
c. Secretarial and Reception area	15' x 16'	240 "
d. Supply Room	7' x 5'	35 "
e. Wash and coat room	8' x 5'	40 "
2. Lecture and Exhibit Room	24' x 52'	1248 "
a. Closet for chairs & Equipment	24' x 5'	120 "
3. Staff Lounge, Kitchenette		
Sick bay 39' x 8' plus 31' x 8'		560 "
4. Extension Division	16' x 54'	864 "
(To be divided by book case walls as needed)		
5. Historical Division		
a. Office Historical Commission	10' x 11'	110 "
b. Office Historical Society	11' x 33'	363 "
c. Publication Office	11' x 13'	143 "
6. Michrophotographic Labarotory	59' x 15'	885 "
7. Conference Room to seat 25	11' x 28'	308 "
8. Small Conference Room, omitted		
9. Special Collection Romm	11' x 16'	176 "
10. Men's Rest Room	11' x 11' plus 4' x 7'	139 "
11. Women's Rest Room	11' x 11' plus 4' x 7'	139 "
12. Document Restoration Room	16' x 13:5'	504 "
13. Two studies	17' x 11'	187 "
Total Square feet (not including hallways and stairways)		6478 "

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IV * Fourth Floor

This area, for the present at least, is intended for storage purposes. Its construction, however, will permit installation of two regular stack or vault levels over the whole area, to take weight comparable to other stacks. This floor will have no windows, according to present thinking, but will be air conditioned and well lighted. It will connect with regular stacks and stack elevators. A single stairway from floor below gives access outside stack area. Ultimately this whole area may be used for departmental vaults if that seems desirable. Otherwise it can be used for library stacks or archival vaults as need dictates.

Total Floor area, including passageways

1. First Stack level	204' x 34' plus 57' x 16'	7,848 sq. ft.
2. Second Stack level	same	7,848 "
	Total floor space on Fourth Floor	15,696 "

PART ONE

THE PROGRAM

(Pages 1- 15)

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I. SOME GENERAL IDEAS AND SUGGESTIONS

In thinking about the new library-archives building, it seems well to consider briefly a few general propositions that bear directly upon the main question.

A. Future Demands Upon the Building

Any building that might be put up would seem spacious as compared to the present library-archives quarters. It is very important, therefore, to think of the future rather than the present, remembering that:

1. The present holding of the state library are far below what they should be, because of the limited financial resources through many years. Therefore, only to "catch up" in its printed holdings, the library must expand decidedly as soon as funds are available.

2. The volume of printed material coming from the presses of the country is large and is likely to increase. While the greater portion of this will not belong to the state library, the material that does belong there is certain to increase.

3. With the expanded activities of the state government, the volume of archival material has already reached staggering proportions, and this is likely to increase in the future. While we may expect to work out a sound policy of microfilming and record disposal, it would be short sighted not to face the fact that much space will be needed for records that must be kept.

4. There are certain modern developments that have enlarged the concept of archival material which the state should preserve. These have called for enlarged facilities. While those developments have not been uniform among the states, it should be assumed that Tennessee in time will reckon with them. Three such developments might be mentioned:

a. Preservation and care of county records in the state archives, either in the original or microfilm form, against the hazards of fire and other destructive forces.

b. Preservation of photographic records, either of still or motion variety.

c. Preservation of sound recordings. The Delaware archives for example, preserves recordings of important political speeches made within the state, addresses by the Governor to the Legislature or upon non-political occasions, important debates in the General Assembly. Much material outside the political field is also preserved in this way.

It is not necessary to determine now the exact degree to which Tennessee will take part in these new developments. Our building space, however, should give us freedom in the future to shape our policy as may seem best.

5. As the library-archives holdings increase, the staff must be enlarged accordingly if this material is properly to be made available. In Virginia, a state of smaller population than ours and with a government noted for economy, the library-archives staff numbers 60 persons, not including janitors. The enlarged staff must have adequate working space and equipment if it is to function efficiently. Therefore liberal allowances for staff expansion should be made when thinking of work rooms and other facilities. Otherwise the time will soon come when crowded conditions in these areas will make for inefficient operation.

6. It is also safe to expect that the public will use the library and archives to an increasing degree. The new building will be more accessible and inviting. Improved means of transportation will make it easier for people to come from outside the Nashville area. Our educational institutions are arousing a greater interest in the State's affairs and in its history. We must provide adequate space and facilities for these people. At the same time, it seems that the library proper should continue to be one of reference and not one catering to popular reading tastes. Reading rooms should be adequate but should not take space that could be used to greater advantage.

A mere suggestion of these future demands upon the building leads to the conclusion that we should plan with broad and liberal views. We should remember that ill-timed economies in space and facilities can lead to costly inefficiencies through the two or three hundred years in which the building ought to be in use.

B. Size of the Building

What should be the size of the new building? In thinking about this question two things seem to be certain.

1. There will be a great expansion in holdings, in staff, and in the number of people using the building.

2. It is extremely difficult if not impossible to calculate that expansion, especially as it relates to archival holdings.

It would seem best, therefore, to think in terms of maximum size consistent with the money

available and with the architectural limitations imposed by the building site

C. Money Available

The total amount available for the library and archives building is understood to be around $2,500,000. From this amount are to come the costs of designing, constructing, and equipping. This appears to be adequate to the needs of the present and near future. However, it is well to get clear in mind just what the term "equipment" covers. Presumably, it includes fixtures such as stacks, lighting and air conditioning, elevators, desks, tables, and chairs. Does it include such other items as office equipment, filing cabinets, and equipment for photo duplication, cleaning, fumigating, and the like?

The size of the building, then, would be affected by what portions of the total available funds must be used for equipment, for it would be doubtful wisdom to put everything into a building that must remain inadequately equipped.

D. Limitations of Building Site

The building site lies along 7th Avenue, adjacent to that of the Supreme Court Building, with something like 60 feet between the two. The lot extends back to Polk Alley but its street frontage is not rigidly fixed. The site imposes the following architectural limitations:

1. In height it must not block the view of the Capitol or be out of proportion with the Supreme Court Building.

2. It must stand back from the street about in line with the Supreme Court Building, and cannot extend beyond the alley.

3. Approximately the front third of the building cannot have a ground floor (basement) except at high excavation costs.

Looking to the future, we should plan to build to the maximum size consistent with good architectural, financial, and operational practices.

E. Future Expansion

The experience of other states and of the national government has been that any library or archives building ultimately must be expanded or new buildings be erected. In some cases, such as the Joint University Library in Nashville, constructional provisions are made for vertical expansion. Because of architectural factors mentioned above, this type of expansion seems undesirable.

Fortunately, the lot back of the proposed site has been acquired by the State, against the need of future expansion of the library-archives building. This is a far-sighted move and, if the site is not used for other purposes in the future, expansion will be easy.

F. Some General Architectural Suggestions

In conversations between architects and librarian, the following general principles seem to have been agreed upon:

1. The general lines of the new building should be in harmony with those of the Capitol and the Supreme Court Building.

2. In a public building of this kind certain monumental features are both necessary and desirable. These, however, should be restrained in scope so as to avoid both waste of space and too much display. Throughout the greater part of the building the emphasis should be on utility.

3. Both in its outside as well as inside lines and appointments, the building should be simple in its beauty and, at the same time, beautiful in its simplicity. To this end we should rely upon the quality of material and workmanship rather than on ornate decorations.

II. FUNCTIONS OF STATE LIBRARIES AND ARCHIVES

A. Practices in Other States

1. The Library: The various states differ in their concept of the functions of their state library. In several states, for example, the state library is almost solely a law library, intended to serve the courts and the bar.

Illinois might be taken as an example of the other extreme. Here the state library has not only assumed the functions of fostering public libraries but of promoting interest in library material among the people. It lends books in small and large quantities to local and school libraries, to various clubs and organizations, and to individuals. The current annual budget is more than half million dollars, of which $125,000 goes for books alone. Material circulated varies from works of reference to children's books, not to mention pictures and recordings of various kinds. The library staff numbers 114 persons and its lendings total more than 1½ million items annually.

The states of Virginia and Indiana stand somewhat between these two extremes. It seems

probable that we could look to these two states for a general scope of library program most suited to our needs and resources.

2. The Archives: States differ in their policies respecting their archives. Certain modern developments have been mentioned (pp. 1-2). Some states, as Illinois, undertake to preserve a greater portion of their records in original form, while others, like Virginia, follow a more drastic policy of records disposal. Some preserve only official records, while others include private manuscript material of historical value. Some rely more heavily on microfilming than others. Some archivists file material vertically in steel cabinets, while others employ flat filing in cardboard containers.

B. Provision for Elasticity

Whatever functions may seem proper and feasible at the present time, two things should be kept in mind while planning the new building.

1. The program that seems adequate to us in 1950 may seem inadequate to the same persons in 1960, for ideas about both the library and archives are changing rapidly.

2. Future generations will have their own ideas about these matters. The building should be so constructed as to allow them as much freedom of action as possible.

For these reasons two general principles should have great weight with us.

1. Room for expansion: THIS HAS BEEN DISCUSSED

2. Adaptability: The building should be made adaptable to changing needs as far as possible. Fortunately, our architect is fully cognizant of the application of this principle to the stack areas. In some recently constructed libraries, attempts have been made to apply the same principle to other portions of the building by the so-called modular construction of walls, etc. Whether this type of construction is best or not, it would seem that interior walls should be of such a nature that they could be changed with no damage to the building and at minimum expense. In the Virginia State Library movable book shelves are used to separate various sections of the work rooms. These give the greatest flexibility and also afford convenient storage space for materials in frequent use.

III. FUNCTIONS OF THE TENNESSEE STATE LIBRARY AND ARCHIVES

So far as they affect our present building problem the functions of the Tennessee State Library may be grouped into four general divisions - the library division, the archives, the extension division, and, what might be called for convenience, the historical division.

A. The Library

Our state library proper is and ought to continue to be primarily one of reference. As such it should not try to satisfy the popular whims in reading matter but rather to be of use to certain well informed and serious minded people. Some of these are

1. The Official Family: One of the prime functions of the state library has been to serve the officials of the state in all branches of the government. This ought to continue as a major purpose. However certain developments have to be reckoned with.

a. As the scope and complexity of state government have increased the several departments have tended to set up their own departmental libraries. This development perhaps has been accelerated by the physical location of the state library along with its limitations in space funds and staff. These departmental libraries meet a real need and it would seem unwise to give to the state library the functions which belong more properly to them. The latter library can and ought to supplement them however by (1) acquiring books that cut across departmental lines and that are not used frequently in any single department (2) by housing material from the departmental libraries that is no longer used a great deal but which should be preserved.

Perhaps the time will come when holdings of departmental libraries should be catalogued in the state library. This of course will not affect the building plans except to suggest the need of providing ample space for catalogue purposes.

b. The legislative reference bureau is an agency which under one name or another has appeared in most states. Its purpose is well known and it is equally apparent that it must use a great deal of printed material which could well belong in the state library. It does not follow however, that the bureau itself should be a part of the library.

If the bureau remains "non-professional" as it is now the library should as far as possible acquire materials needed by the bureau and make them readily accessible. Furthermore it would

seem that space in the library building should be made available to the bureau in its busy season, presumably before and during the sessions of the Legislature. This space should not be dedicated to the bureau, however, but should be available for other purposes when the bureau is not active.

If the legislative reference bureau should become "professional," with a full-time personnel, it should have quarters outside the library building with something of a departmental library of its own, but with ready access to materials in the state library.

This again illustrates the need for adequate space and flexibility in the new building.

2. The Lawyers. Perhaps the oldest and largest portion of the state library is the legal section, maintained for the use of bench and bar until the Supreme Court set up its own library. The state library continues its acquisitions, however, and still serves the lawyers of the state.

3. Scholars. For a long time scholars have used both the library and archives for source materials, much of which can be found nowhere else. While historians have predominated, this group has also contained political scientists, economists, sociologists, as well as others. One of the prime functions of both the state library and the archives is to collect, preserve, and make available materials that relate, primarily, to Tennessee; secondarily to the South; and to other portions of the country as far as may be possible. Far from duplicating other research libraries or competing with them, there is a great role that we can play in cooperation with others.

So far as the building is concerned, aside from processing, housing, and preserving research materials, there are three other provisions that need to be made.

a. In recent years the art of photo-duplication has greatly enlarged the scope of research libraries. It has also facilitated the housing and preserving of such bulky and perishable material as newspapers. The new building should be fully equipped to utilize these processes.

b. Great strides have been made in the art of restoring and preserving old papers and documents that would otherwise be lost. The new building should have a well equipped repair room where this work can be done to best advantage.

c. Scholars generally work under pressure of time and expense. Many use typewriters for making notes, etc. It would be well to provide a few small cubicles for their use. Such cubicles would save time for both scholars and staff.

4. Genealogists: A great many genealogists use the library and archives, a fact that seems to be true of all the other states. The Tennessee State Library and Archives has an outstanding collection in this field. As far as the new building is concerned, however, there seems to be no special requirements for genealogical material. A portion of the general reading room, with suitable shelving space might be set aside. There should be facilities for at least three microfilm readers.

5. Citizens Generally: Whether the Tennessee State Library should liberalize its policy with respect to lending books to citizens, either individually or through interlibrary loans, is a question that needs study. The answer does not affect the building problem, assuming that we have a receiving, shipping, and mailing room of reasonable size.

6. Visitors: The state library has always attracted many visitors, including large numbers of school children who come to Nashville to see their state government at first hand. The same would be true of the archives if properly housed. Great care should be taken to make it possible for visitors to see much with the least disturbance to workers in the building. A liberal use of plate glass in corridor walls, a device used quite effectively at Princeton, seems to promise much along that line. Glass is especially suitable for enclosing work cubicles (as at Virginia) or for small display rooms.

Visitors should be provided with adequate and convenient toilet facilities, but not so convenient as to attract irresponsible and indecent habitues.

For the benefit of visitors there should be ample spaces in the new building to display advantageously the many valuable historical items owned by the library-archives and by the Tennessee Historical Society.

B. The Archives

The archives properly includes all the unpublished records of the state government that are deemed worthy of preservation. Here also should be housed important county records, either in the original or in microfilm form. The archives should also include historically important

collections of private manuscripts and photo duplication of those significant documents of the federal government or the governments of other states that may come into the possession of this state. It is also assumed that the archives will house and service manuscript collections belonging to the Tennessee Historical Society.

The question of what state records should be preserved in their original form, what should be microfilmed, and what should be destroyed is one that needs careful study before a permanent policy is settled upon. As far as plans for the new building are concerned, it would seem that the following thoughts are sound.

If the building is to be large enough to take care of needs for any appreciable future period, it will certainly house all the present state records that do not belong in the several departments. Put them there for the time being, and then microfilm or destroy after a satisfactory policy has been worked out and approved by the Legislature. Any other procedure could lead to the destruction of irreplaceable records which, upon mature thought and study, might be deemed worthy of preservation.

The archives, generally speaking, will be used by the same groups that use the library, i.e. the State's official family, members of the bar, scholars, genealogists, citizens and visitors. Much that has been said in regard to the requirements of these groups in the library applies to the archives, and need not be repeated here. A few special requirements should be mentioned.

1. Archival material cannot be circulated, yet there will be many demands for copies or photo duplications of such material. Adequate provisions should be made to photostat or microfilm such items, without having to remove the originals from the building.

2. The use of state records by the official family has given rise to a special archival problem that needs to be considered in planning the new building. These records might be divided roughly into three classifications.

a. Records that are used frequently by the departments. These, obviously, should be kept in departmental offices.

b. Records that are no longer used by the departments or perhaps at long intervals. These should be assigned to the archives, to be handled in accordance with a duly authorized

policy.

c. Records that are used infrequently but enough so that the departments are reluctant to surrender control over them. These might be called semi-active records, and are the ones that present the archival problem mentioned above.

The archives department of the State of Illinois has solved this problem to its own satisfaction by the use of departmental vaults. This solution has attracted wide attention among archivists in this country and abroad, and certainly deserves most serious consideration. For that reason it is described in some detail here.

The Illinois "departmental vaults" are nothing more than stack areas fenced off with strong wire screens, with a door to each vault made of the same material. The key to this door is kept by the archivist. No person may enter the vault except when authorized by the department involved. Papers within the vault may be removed to the departmental offices, provided always that a record be made of such removals. The materials in the vault are filed in such a manner as the department thinks best suited to its own convenience. In short, the contents of the vault are under the control of the department subject only to the responsibility of the archivist for their security.

The size of the vault area assigned to each department is determined by the Governor, based upon the amount of archival material passing through that department. When the vault has been filled to capacity and more filing space is needed, the head of the department must then decide what materials are to pass from the departmental vault to the regular archives.

The Illinois system has many advantages. This semi-active material must be kept and it takes up the same amount of space and filing equipment, whether stored in the archives proper, in departmental offices, or in departmental vaults. The chief item of extra cost involved in the Illinois system would be the screens used to enclose the vaults.

C. Library Extension Division

It seems to have been determined that the library extension service, which is now a unit of the Department of Education, should be joined with the state library and be housed in the new building. Therefore, it is necessary to consider the requirements of extension work in our planning.

Although there is no practice common to all the states, Virginia, Illinois, and Indiana have the extension library as a part of the state library, in each a portion of the extension library's books are stored in the state library (about 17,000 volumes in Virginia). This system requires not only office space for the extension staff but a work room, where books are received, processed, and shipped, and a stack space that is convenient and is shut off from other stack areas.

The Tennessee system is different and seems to be best. Under our Tennessee system the books of the extension service are housed in the several regional libraries, where they are received, processed, and sent out as needed. A comparatively small number of reference and work volumes are housed in the Nashville office. This does away with the necessity of a work room and stack space in the new building.

The present Nashville staff consists of the regional library consultant, one part-time assistant, and one secretary. It is the opinion of the regional consultant that the general staff should be enlarged to include two additional technical assistants and one additional secretarial assistant. This seems quite reasonable when compared to the staff in the other states mentioned. In planning the new building, therefore, it is wise to provide for this expansion.

It would also seem wise to provide enough flexibility in the building to allow for processing and housing between 15,000 and 20,000 volumes if that ever became desirable.

D. Historical Division

As stated above, the term "Historical Division" is used for convenience in thinking about the functions of the library building. It is not implied that the Tennessee Historical Commission and the Tennessee Historical Society are now or ought to be tied to the organization of the Tennessee State Library and Archives. They have been and should continue to be independent bodies. It is assumed, however, that these organizations will have suitable quarters in the new building. Such an arrangement is most appropriate, for the relations between the two historical bodies and the library-archives have been very close. For many years members of the library-archives staff have been active in the affairs of both the Commission and the Society, and it seems that this will continue. Of course both the Commission and the Society are entirely free to accept or reject quarters in the new building.

1. Indiana Plan: Perhaps the State of Indiana affords the best example of an arrangement comparable to that contemplated for Tennessee. Here the library-archives building provides quarters for the State Historical Board, which compares with our Historical Commission, and for the Indiana Historical Society. Both organizations are independent of the state library, although the state librarian sits on the policy committees of each.

The Historical Board has two large offices. One is for the director of publications, who is also executive secretary of the Board. This office is large enough for meetings of the Board or its committees. The other office is large enough for three editorial assistants. The Historical Society has necessary office space and, in addition, it maintains a library of considerable size, with its own reading room, work room, and office space.

All employees who work in the quarters of the Board or of the Society are employed by those bodies, are paid by them, and are not under the jurisdiction of the state librarian. Herein lies one chief difference between the Indiana and Tennessee set-ups. In our state the Society does not maintain a staff of paid employees and the Commission has only its secretary on a part-time salary.

2. Publication Office: The Tennessee Historical Commission, unlike the Indiana Historical Board, has not engaged in any extensive and sustained publications program. In Virginia the director of publications is a member of the library-archives staff. It seems reasonable to assume that Tennessee will follow the example of many other states in making provision for the publication of historically important material in its archives and other collections. Indeed, the recent appointment of Dr. Robert H. White is a very definite step in that direction. Whatever organizational plan this state may adopt in the matter of publications, it seems wise to provide space in the new building for a publications office.

3. Historical Society Holdings: By legislative enactment the State, through the library-archives, has assumed the responsibility for housing the possessions of the Tennessee Historical Society and of providing a suitable place for its meetings. The Society's belongings fall into three general categories: library and manuscript collections; portraits, busts and other works of art; and a museum. It seems pretty well accepted that the library-archives building should house the Society's library and manuscript materials, and that the museum belongs elsewhere. Therefore, the museum does not enter into our plans.

The Society is free to decide what to do with its portraits, etc. -- whether to leave them in the museum, place them in the library - archives building, or place them in other state buildings. Our plans for the new building should provide facilities for storing and displaying such works of art in the same manner used for similar works belonging to the State.

4 Display of Portraits, etc.: In addition to the portraits, busts, etc. owned by the State and the Society, there are in the library a large number of prints, photographs, and the like. Some of these are quite rare and many others have a high educational or historical value. Through the years each House of the General Assembly has acquired pictures of its members and officers. These have hung on the walls until the demand for space for more recent ones necessitated the removal of the older to storage areas. Such pictures have a definite value, and the new building should be equipped to house and display them.

In regard to all works of art, a broad and liberal policy should be adopted. Whether they belong to the Society or to the State, they are primarily intended for the benefit of the people and not for any small group, department, or individual, and they should be so utilized to the greatest possible degree. Some of the portraits are very large. They befit the spacious halls of the Capitol and would be out of place in modern buildings. Some of the smaller ones hang in the Governor's Mansion, in the executive chambers, and in the offices of state officials. This is as it ought to be. But officials should not feel obliged to look at pictures that do not suit their taste. They should be free to remove such ones to a central depository and to select others more to their liking. The Historical Society should be free to use works of art in its museum, whether they belong to the Society or to the State. It might even be desirable for these works to be displayed in public-owned buildings in various parts of the State for educational or cultural purposes. This would have to be done under rules and regulations designed to safeguard these valuable properties.

It seems that the new library-archives building would be the proper place for the central depository for such works of art, and the building should be equipped to do this effectively. It should also be equipped to display such items from time to time. It would be impracticable to display them all at once, but a rotating system could be devised that would use them to the best advantage.

IV. SPECIAL SPACE REQUIREMENTS

The new building ought to provide space for certain functions that are not related directly to the work of the library-archives.

A. Entrance Hall

The entrance hall or lobby functions directly with the library-archives, but it has another function as well. It should impress visitors with the dignity of a sovereign state and with the good taste and good breeding of its people. Therefore it should have a certain monumental character. The monumental effect, however, should not be overdone so as to create a sense of wasted space or of untasteful display.

B. Lecture Hall

A small lecture hall, seating around 125 people, would have great utility. Its use would be subject to rules and regulations set up by the proper authority. For example, it would be used for meetings of the Tennessee Historical Society as well as of other learned, educational, or patriotic societies whose attendance it would accommodate. The various state departments might use it for meetings of employees. School children who visit the building might be assembled in it to hear talks on state government, see motion pictures or hear sound recordings.

C. Conference Rooms

There is need for at least three conference rooms, and perhaps one or two more if space [illegible]. It has already been suggested that the legislative reference bureau at times might use such a room to advantage. The Historical Commission or its larger committees might use one to advantage at times, and the same might be true for committees of the Historical Society. It is conceivable that they might be used for conference by officials of the executive branch or by legislative committees, especially when they want ready access to materials in the library-archives. Committees of the Tennessee Library Association, the Tennessee Education Association and other groups might use them, subject to established rules and regulations. When not in use for conference purposes, such rooms might be used for special displays of library-archives material.

D. Special Purpose Rooms

There should be a number of rooms for special purposes, so placed about the building as to function to best advantage. For example:

1. Special Collection Rooms: The library has a few special collections that need to be kept together and displayed as collections. There are already other such collections in sight. Small rooms for these should be provided.

2. Music Room: A room suited for the playing of records should be provided. As a part of this or close by there should be a place to store recordings to best advantage. Whether this requires a special room needs to be determined.

3. Storage Room: There should be a large storage room on the ground floor and near the shipping and receiving entrance. This would be used to store heavy equipment, etc., and also to store incoming material when the intake is faster than the fumigating room will handle.

In the foregoing pages it has been suggested that the new building should accommodate a broad program. It should be planned with a liberal view of future needs to the end that it will be of the greatest benefit for a long time to come.

PART TWO

THE REQUIREMENTS

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I SOME OVERALL REQUIREMENTS

A. Construction Materials

Throughout the building the materials used in construction should combine to the highest practical degree durability utility and beauty. As far as possible they should resist the ravages of time and use fire and water. They should require the minimum cost to maintain.

1. Exterior:

a. The outside walls should be of durable stone. Tennessee marble would be preferable if not too expensive; otherwise, Indiana limestone is suggested. It would be well for the architect to submit cost estimates on both materials.

b. The roof should resist water, fire, and the effects of the sun.

c. Drains from the roof should handle the water effectively, be as inconspicious as possible, and should not stain the walls.

d. Outside windows should be constructed and placed so as to give the greatest amount of light to such areas as work rooms, reading rooms, and offices. It is doubtful whether windows in the stack areas are needed or desirable.

If designed to be opened at all windows should open and close with ease. The framings or casings should look good, resist fire, and should not leave stains on the outer walls. The windows should be so constructed as to make air conditioning as effective as possible.

e. The doors at the main entrance should be impressive in design and material but not too heavy for women and older children to open.

There should be a service door into the shipping and receiving room. Perhaps another door to the heating and air conditioning quarters will be necessary.

f. Any outside adornments should be restrained in number and size; should have bearing on the nature and purpose of the building; and should be of material that does not leave stains.

2. Interior:

a. The walls of the entrance hall, reading rooms, work rooms, conference rooms, offices, and hallways used by the public should be of light colored wood that would contribute most to good lighting and pleasant impressions.

In offices and rooms for reading, processing, and conference, lower walls should be designed for built-in book shelves. Above these and in all hallways, walls should take displays of pictures without harmful effects from hanging or cleaning.

In stack areas, rooms housing mechanical equipment, toilets, and cloak rooms, walls should be of a durable plaster or cement, easily cleaned or painted.

Use of heavy plate glass in doors and corridors throughout the building should enable visitors to see what is going on, with the least disturbance to those who are working. There should be one such observation point where they can look into the stacks without having to enter. All glass openings should be convenient to school children and grown people.

b. Doors, located for convenience and fitted with locks, should be of durable material befitting their surrounding walls.

c. Floor material should combine durability, utility, and attractiveness. Probably asphalt tile combines these qualities to as high degree as any, but in its use two points should be watched:

(1) In the new libraries at Princeton and the Tennessee A. & I. College this flooring is of very light color, intended to contribute to effective lighting. At A. & I. floors show dark marks very plainly and make the upkeep expensive.

(2) Many complain about the slickness of floors at the Joint University Library. Since a great many who use the library-archives building will be persons of advanced age this slickness should be avoided if possible.

d. Ceilings should be of a durable material, easily cleaned or painted. They should also contribute most effectively to good lighting.

B. Lighting and Electrical Connections

1. The problem of correct lighting seems to be one of the most perplexing questions involved in the construction of modern libraries. This is quite natural since all who use the building use their eyes constantly. The solution of this problem requires consultation with the best lighting engineers available. Here, however, are two or three observations.

a. In arguments between florescent and incandescent schools of thought, one point raised by

the former is the great amount of heat generated by incandescent lights thereby increasing costs of air conditioning. The greater portion of the library-archives building will be used little at night. If those areas where eyes are used most have adequate window space the need for artificial light would be greatly reduced. This is particularly true of the summer months when days are long and when air conditioning would be in use. The above objection to incandescent lights would thereby be minimized in this building.

b. No matter how perfect the ceiling lights, there will always be some whose eyes require more light. This is particularly true of people passed the youthful age, who will predominate among those using the building. Therefore it would seem that tables and desks throughout the building should be equipped for supplementary light when needed.

c. As stated earlier stack areas do not need natural light. In lighting these particular attention should be given to the type of reflectors used in the Princeton library as giving unusually fine distribution. The same or very similar type is used in the stacks of the new A. & I. library.

2. All through the building there should be convenient outlets for the use of electrical equipment such as vacuum cleaners, floor polishers, office machines, and the like. These should be so connected that their use will not affect the lighting system. It is assumed that elevators and equipment in the heating and air conditioning areas will have adequate current. The repair room will probably have a laminating machine which requires much heat. At Richmond and Springfield, Illinois, the cleaning room is equipped with an air compressor which seems to require a heavy current. We may not adopt that equipment, but we should be free to do so if it should seem desirable later. Certain operations in the photographic laboratory may require more current than the normal 110 volt line affords. At this time it is impossible for the writer to foresee every possible contingency which might call for heavy electric current. It should be possible to meet these contingencies without having to mutilate walls or floors.

C. Air Conditioning

The library-archives building should be air conditioned throughout. This has become accepted practice in modern library building, primarily for the proper preservation of books,

papers, etc. This is particularly important in a depository of records, rare and irreplacable documents, newspapers, etc. It is all the more necessary in an atmosphere like that of Nashville. The efficiency of workers within the building is greatly enhanced by proper air conditioning.

The installation of this equipment calls for the services of the most competent available engineer in that field. All other constructions about the building should be done with air conditioning in mind. Improper installation of this delicate equipment can render it useless and therefore a waste of money, or, require expensive alterations. In Maryland's archival building, for example, engineers underestimated the air resistence of great masses of paper. The system never worked satisfactorily and will have to be replaced. It is understood that air conditioning systems in two or three large libraries, built in the South within the last decade, have proved very unsatisfactory. In every place large sums of money will have to be expended to correct the mistakes made. This feature at the Joint University Library has been most effective. It is hoped that the system in the library-archives building will be just as effective and perhaps more so because of more recent advances made in this field of engineering. Every precaution should be taken to ensure that result.

D. Heating

One would wish that the new building could be heated from a central plant or, lacking that, by gas, electricity or oil, thereby promoting cleanliness and saving operating costs. The possibility of a central heating plant seems remote. As for the use of gas, etc., it seems to be a settled policy to use coal from mines operated by state labor. All this being true, the building will be heated from its own coal-burning furnace. Every precaution should be taken to minimize the effects of dirt, dust, and smoke that attach to the use of coal.

The furnace and coal storage areas should be accessible from the rear of the building. They could well be placed in the windowless areas, thereby saving window space for that work demanding a greater use of the eyes.

E. Facilities of Convenience

Much time, through the years, will be saved to staff and users of the building alike if there are adequate and well placed facilities of convenience.

1 Cloak Rooms: For convenience of users there should be adequate cloak rooms near the entrance to the building or the reading rooms. Staff members should have cloak rooms or lockers near their places of work.

2 Toilets: Adequate toilet facilities should be provided for staff and users, convenient to their places of work. A wash basin and commode on each stack level, as in the Joint University Library, would save much time.

3 Staff Rooms: In the Virginia library there are separate staff rooms for men and women. The women's room is equipped with an electric hot plate and refrigerator. It is used a great deal, for women staff members tend to bring their own lunches. The men use their staff room but little. They tend to go to the basement room, where a coca-cola vending machine and a table or so make it possible for them to have a drink and smoke a cigarette. This seems to be about all that the men require.

4. Drinking Fountains. Such fountains should be provided at convenient places throughout the building.

F. Other Fixtures and Appointments

In a building of this size and nature there are many fixtures and appointments that make for safety and for more efficient work. The architect is familiar with such requirements. It might be well, however, to mention a few here.

1. Chairs, desks, tables, etc., in the various areas, should be designed for utility, durability, and reasonable comfort. Their appearance should add to the attractiveness of the place.

2. Fire protection system.

3. Closets for janitor's supplies on each floor.

4. Buzzers to summon staff members or porters.

5. Electric clocks in work and reading rooms.

6. A pay telephone booth close to entrance.

7. A parking area behind the building should be provided for staff members.

Flow in Archives

1. Classification + decision as to where in vault
1. Receiving room –
   Cleaning
   Fumigation
2. To vaults [illegible]
   Checked with accompanying inventory
   Packed
   Entered on archivist records
      Receipt
      Accession
      Inventory
3. To work room or notes taken in situ
   Processing. ~~Listing, Grade~~ Packing, filing, relisting etc.
   Rehabilitation
   Making of finding aids – may cover prior work
4. Catalog or index card room
5. Servicing
   Individual item to ref room – returned to vault
6. To photographic lab, via ref. room when charged out

Flow in Archives

1. Classification + decision as to where in vaults
1. Receiving room –
   Cleaning
   Fumigation
2. To vaults – [illegible]
   Checked with accompanying inventory
   Packed
   Entered on archivist records
      Receipt
      Location
      Inventory
3. To work room or notes taken in situ
   Processing. ~~Listing, pack~~ Packing, filing, relisting etc.
   Rehabilitation
   Making of finding aids – may go over prior [illegible]
4. Catalog or index card room
5. Servicing
   Individual item to ref room – returned to vaults
6. To Photographic lab. via ref. room when charged out

II. FLOW OF WORK

The flow of work, which the building should be designed to expedite, is somewhat as follows:

All materials, whether for library, archives, or extension, will enter the building through the receiving-shipping room. From there they go to the cleaning-fumigating room. If the facilities of that room happen to be overtaxed at the time, materials requiring that operation should go to the storage room temporarily.

After cleaning, etc., materials would then pass to one of the three processing or work rooms. All work rooms above the ground floor would be reached by elevator.

The circulation within the several work rooms would differ in detail but, in general, would be quite similar to that of the library. In that particular case, material would pass from the elevator to the order and accessioning desk; thence to the catalogue desks; to the binding department, if binding were necessary; to the marking and mechanics desk; to the revision and checking for the stacks.

Once the accessioning, cataloguing, and marking have been done, materials may flow in more than one channel: 1. Catalogue cards go to their depositories. 2. Newspapers and periodicals go to the reading room designed for them, and later to temporary storage quarters until they move back to the binding department. 3. A great many books would go directly from the work room into the stacks. 4. Others would go to the office of the reference librarian and thence into the stacks or reference shelves.

From this stage the flow of work is directed towards getting materials into the hands of the users and back again to the stacks. This movement begins in the catalogue room, where the user makes out his order slip. This goes to the reference desk, to which the book is brought or sent from the stacks, and thence to the user at his reading desk. When he has finished with it, the movement is from reading desk to reference desk to stack or shelves.

As suggested above, a reverse flow sets in at several points, depending on the nature of the material. Those items, new or old, that must be bound or rebound go to the binding department where they are processed for the bindery. From there they pass, either directly or through a temporary storage area, to the shipping room and to the outside.

There will be certain activities within the building that lie outside the flow of work. Space requirements for these will be treated under a separate heading. The extension division will be treated at that time.

III. SPACE AND OTHER REQUIREMENTS WITHIN THE FLOW OF WORK

A. Receiving and Shipping Room

This should be located away from the front of the building, and should be accessible to trucks coming from Polk Alley. The room should be large enough to hold comfortably one desk, two work tables, and some wall shelving. In view of the bulkiness of archival material, this room should be about twice the size of that at the Joint University Library.

B. Cleaning and Fumigating Room

This room should be on the ground floor, adjoining or quite near the receiving and shipping room and near the elevator. It should be large enough to house a cleaner like that at Richmond and a fumigator. This room in the Virginia library measures 48' x 28'. This seems to be about twice as large as we need. It needs no window exposure but must have exhaust vents for gasses used in fumigating.

C. Storage Room

In the same area with the two rooms mentioned above, there should be a storage room for heavy equipment not in use, for archival boxes awaiting fumigation, for magazine and newspapers on their way to the bindery and for many other purposes. The room need have no windows. In Virginia this room measures about 56' x 22', and they regard it as an indispensable feature of their building. It would seem, however, that we would not need quite so large a room.

D. Elevators

It seems out of the question to get all the working areas of library, archives, and extension on the same floor. It looks as if the work rooms for those divisions should be one above the other, with an elevator moving persons and material from the ground floor to the top. This should be of the automatic type. At least one other elevator will be needed. It should be designed to give access to the stacks from the reference desks of the archives and library reading rooms, and,

f practical, should serve the public which use the offices reference rooms, etc., on the second floor. An elevator with two doors might be the answer, as in the A. & I. library.

E. Work or Processing Room

Adequate work or processing rooms are needed for both library and archives divisions. Also there should be a potential work room for the extension division if, in the future, it were decided to keep a supply of books in Nashville Around 100 sq. ft. per worker is needed, plus space for necessary shelving. These rooms should connect directly with the stacks, with their respective catalogue or index rooms, and with the area around the receiving-shipping room. They should have the furniture, fixtures, and equipment needed to operate effectively. They should have plenty of window space.

If it is architecturally feasible and not too expensive, it would be well that both these work rooms were so designed that in the future a balcony might be built around at least a portion of the walls. This is assuming that the rooms will be about 16' from floor to ceiling. Such balconies could provide working floor space if it were needed in the future and, at the same time, might make for better proportions in the room's lines.

. Archives Work Room: Probably this room should be on the ground floor. In Virginia the archives preparation room includes around 1876 sq. ft. This seems about what we will eventually need.

2. Library Work Room: This room should be on the main floor, along with other functions of the library. The Virginia library devotes two rooms to library preparations, exchanges, etc., with a combined floor space of around 6,246 sq. ft. The preparations room in the Joint University Library has 3500 sq. ft. of floor space. It would seem that if we come somewhere between the two, say from 4500 to 5000 sq. ft., we might be about right. This does not include the possible balcony, which should be left for unforseen expansion.

3. Binding: It is not contemplated that books, periodicals, and newspapers will be bound in the new building. However, the collection and preparation of materials to be bound will be a task that requires space. Since it is important that such materials be not mixed with others in the work room, a separate room for this operation is needed. It should be large enough for a desk,

work table, one or two filing cases, and adequate shelving space for materials in process. A liberal portion of this shelving should be designed for newspapers. If space permitted, this room should be within the main library work room screened off with walls eight or ten feet high, having a light wood base and heavy glass top. Wherever the room may be placed, it should be convenient to the stacks, where could be stored materials not ready for processing or awaiting actual shipment after processing.

While it is unlikely that much archival material will require binding, a corresponding room within or near the archives work room and stack area would prove highly useful. Here materials requiring special treatment and segregation could be handled.

F. Stack or Vault Area

(The term "vault" is used by archivists to designate storage areas corresponding with library "stacks".)

Both library and archival material, for the most part, pass directly from the respective work rooms into the stack or vault areas as a permanent resting place. This area should be able to house all present holdings of the library, archives, and the Tennessee Historical Society. In addition it should be able to take care of expansion in these holdings for at least 30 years and, if possible, for 50 years.

1. Present Holdings: The present holdings of the library, archives, and Tennessee Historical Society amount to:

40,300 linear feet of library material

98,800 cubic feet of archival material

These totals include the following:

a. Library material (in linear feet) includes newspapers, which must lie flat on shelves.

State Library	24,000 linear ft.	(measured)
Historical Society	7,000 " "	(estimated)
	31,000	
Add for margin of error (30 per cent)	9,300 " "	
Total	40,900 " "	

b. Archival material in Cubic Feet

In archives	37,700 cu. ft.	(measured)
In state offices	37,700 " "	(estimated)
In library	313 " "	(measured)
Historical Society	250	
	75,963	
	(76,000)	
Add for margin of error (30 per cent)	22,800	
Total	98,800	

2. Future Expansion. It seems likely that present holdings might be doubled within the next 20 to 30 years. While a program of microfilming and a sound policy of records disposal will help to solve the storage problem nevertheless the rate of increase will be very great. This is particularly true of the following

a. archives

b. publications of government-national, Tennessee and other states

c. newspapers

d. private manuscript collections

3. Structure. It is assumed that the stack-vault area will be a unit, extending from ground up; that the highest degree of adaptability will be attained, so that the area may be used for books, newspapers, and archival material as needs develop; that access to and between stack levels will allow movement of personnel and material with economy of time and effort. In the latter connection it should be remembered that library and archival materials are so heavy that much of it has to be moved by hand trucks, making elevators necessary.

4. Division Between Library and Archives. Library and archival materials should be segregated from each other within the stack area. Whether this should be done by assigning different stack levels to each, by separating the stack areas vertically by a metal grill, as in Virginia, or by a combination of these two methods, would depend much on the location of library and archives work rooms and reading rooms.

5. Departmental Vaults: The subject of departmental vaults, as used in Illinois, has already been discussed (See pages 9-10). There are many advantages to that system and few apparent disadvantages.

6. Work Tables and Desks: There should be on every stack level convenient spaces for work tables and chairs. In addition to these, there should be a liberal supply of metal desks which can be attached to the stack supports.

7. Observation Point: As stated above, it would be desirable if there were one plate glass opening in the stack walls through which visitors could see a section of the stack area without having to enter. It should be so placed as to cause the least possible interference with work.

8. Entrances: Doorways into the stack area should be designed, both in number and location, for the use and convenience of the staff alone. They should be under the eye of staff members, so that unauthorized persons may not use them. They should have a master lock.

G. Catalogue Rooms

As materials pass from the work rooms into the stacks catalogue or index cards move to their filing cases. There are two reasons why library and archives require separate filing areas.

a. Each file should be convenient to its own work room, reading room, and reference desk.

b. Cataloguing and indexing systems in the two divisions differ greatly.

1. Each file should be kept in approved type drawers, placed in approved manner, in a separate room or hallway, with ample space for expansion.

2. Each room should lie between its own work and reading rooms.

3. Each should have an information desk, conveniently located and connected directly with the stacks. This desk need not be large or have much work space around it. The one in the library division should have space for printed materials that are to be given away.

4. Each room should have one or two standing desks and one or two desks with chairs for those using the files. Also there should be convenient places for printed tools and guides. Equipment in the Virginia catalogue rooms seems to be quite adequate and well arranged.

H. Reading and Search Rooms

It is also essential that the new building have adequate reading room for the library and research room for the archives division.

1. General Principles: The reading rooms should be located near the catalogue rooms of the library and archives respectively.

There are two conflicting principles which should be reconciled as nearly as possible. They are:

a. The greater number of reading rooms there are, the greater the number of attendants necessary and, therefore, the greater the cost of operation. Ideally, from this point of view, there should be one large reading room for the library and one for the archives.

b. Matured people resent being crowded together, and this is particularly true of those engaged in work which requires mental concentration. The majority of those who use the library and archives are mature and are engaged in work which requires a high degree of concentration. Ideally from this point of view, every reader should have privacy. This, of course, is out of the question.

To reconcile these conflicting principles it would seem desirable to combine as far as possible large reading areas under the eye of one person, with the greatest degree of privacy. The following three suggestions are offered:

a. Provide a number of individual tables, some tables for two, some for four persons.

b. Use alcoves and balconies. The Indiana State Library does this effectively with alcoves that are beautifully designed.

The Princeton library affords a sense of privacy by using an open balcony, severely plain and skeleton-like in design. There are tables and chairs placed at intervals, with no dividing walls.

Our own Supreme Court Library utilizes the alcove most effectively, combining a high degree of utility, attractiveness, and economy. It would seem, however, that we should use the alcove on one side of the room only, leaving greater floor space for tables and wall space for reference books.

c. A few private studies (carrels, cubicles) for special students or for those using typewriters. A few alcoves enclosed with glass fronts would serve quite well. Such enclosures would also serve as display rooms for special collections.

d. The library reading room might be divided into three or four sections by book shelves or light partitions to a height of the tables. If these partitions were extended to a height of six or seven feet with plate glass, distractions would be relatively confined while staff members could observe greater areas.

e. The Virginia State Library utilized the corner areas to create separate rooms without resorting to walls. Staff members at a single reference desk can observe two rooms.

Perhaps an adaptation of the above suggestions, in whole or in part, may help to combine privacy with economy of operation, and at the same time, avoid the depressing effect of a great hall with many people seated at long tables.

2. Archives Search Room: This room should accommodate about 30 people, under conditions mentioned above. In addition, there should be at least 5 or 6 cubicles for special researchers.

3. Library Reading Room: This room should accommodate at least 75 readers under conditions mentioned above. It might be that 80 or 85 would be a more correct figure. In addition, there should be 10 or 12 cubicles.

There should be one section of the library reading room equipped for newspapers and periodicals. This would require special shelving and files. If possible, there should be a few tables especially designed for use of newspapers.

4. Reference Desk: Each reading room (library and archives) should have its own reference desk, with space and appointments to accommodate the reference librarian and staff in their varied duties, particularly as follows:

a. The desk itself should stand near the entrance and, at the same time, command a view of the entire room. It should be semi-circular in design and provided with necessary tools, etc. Immediately back of this, within the encircled area, there should be ample space for one office desk with chair, two or three chairs, and two or three book trucks.

b. Immediately back of and connected with this desk area there should be two offices, enclosed largely in glass. These offices, connected with each other and with the stacks, should be equipped with desks, a typewriter, and other equipment to enable the reference staff to function effectively. Within this area there should be a book lift and pneumatic tubes

connecting with the stacks. The book lift should also be able to carry oversized volumes such as ewspapers. Office No. 1, that of the reference librarian, should adjoin the catalogue room, with door and glass partition between. A buzzer and a speaking tube between the reference librarian nd the information desk would save much time. Office No. 2 would find uses too numerous to ention here. A glass partition between this and the reading room would enable staff members to ssist in keeping an oversight on the reading room.

. Map Room: The library-archives has a large collection of maps, being a federal and state epository for this material. A map room is necessary, with around 50 linear feet of wall space for map cases. There should be at least two and not more than four tables, one of which should ccommodate large maps. To keep down service costs, this room should be in connection with the ibrary or archives reading room, preferably the latter.

I. Offices

It is contemplated that ultimately the staff of each division will be headed by a director - type of organization suggested by that in Virginia. Those positions will carry much responsi- ility and will call for technical training, experience, and administrative ability. Each will andle much of the paper work and other details.

. Directors' Offices: Each director should have an office connected with a secretarial office. t is recommended that these offices be about the same size as in Virginia. They should be ithin the work area of their respective divisions and convenient to all parts of that area.

. Land Records Office: The four district land offices of the State were consolidated in 1911 nd the State Land Office was established. The early land records left here are valuable and re used a great deal.

The new building should include a land records office. This should be within the archives rea, and should be so placed that interchange of work between its attendant and the regular rchives staff would be expedited. The office should have a direct entrance into the stacks, here its records would be kept. It should have space for one attendant with necessary office quipment, steel cases for index files, and two or three work tables. A total floor space of round 700 sq. ft. would seem about right.

IV. SPACE AND OTHER REQUIREMENTS OUTSIDE THE FLOW OF WORK

There are a number of activities outside the main flow of work for which the building should have space and facilities. (See Part One). All may be housed on the second floor unless otherwise stated. The areas given over to these activities should be reached from the main entrance by stairway and elevator. The latter, if it had double doors and were placed in the back hallway, could serve the stacks as well.

A. Entrance Hall and Vestibule

The entrance hall or lobby should combine utility with a monumental effect. (See page 14). Assuming it to have the height of two stack levels, its other dimensions become a question of proportions. It should have an opening at the rear, leading to the information desk, and doors or passageways on either side, leading to the work room and reading room. Its walls should be so finished that pictures could be hung to good effect.

Of all the entrance halls examined, none surpasses that of our own Supreme Court Building in those things that we seek after. It gives the effect of spaciousness without tastefulness and of elegance without too much show. Perhaps a wood rather than a marble finish would be more suited to the library-archives building. There should be a few display cases set in the walls and well lighted. These should not be disproportionate to the general lines of the room.

A vestibule between the outer door and the lobby, as in the Supreme Court Building, would be a desirable feature. Thought should be given to the possibility of having stairways, both up and down, start from this vestibule.

B. Administrative Offices

In line with similar provisions in the library-archives building of Virginia, Indiana, and Illinois, there should be a suite of offices on the second floor for the administrative head. These should have ample window space for effective work, and should be convenient to stairways and elevators.

1. Office of State Librarian and Archivist: This should be large enough for the transaction of business in a becoming manner. It should contain the necessary office equipment, including some built-in book shelves and cabinets. It should be large enough to seat callers or staff members

to the number of four to six. There should be space enough for a conference table to seat not more than ten, as in Virginia and Indiana, or an adjoining conference room for that purpose, as in the Illinois archives building.

2. Secretarial Office: Adjoining the office mentioned above, there should be a secretarial office capable of accommodating three or four people, with room for necessary equipment. The size of the secretarial staff varies in the states mentioned, from about four in Virginia and Indiana to six or more in Illinois.

This office should also have waiting space for callers, up to about six. In Virginia a separate waiting room is provided, but this does not seem necessary here.

3. Office for Administrative Assistant: In Virginia and Illinois the state librarian has an administrative assistant, with an office adjoining. This is not the case in Indiana. It is not likely that Tennessee will require such an assistant in the near future but looking ahead, however, the time may well come when such an office will be necessary. In the meantime, it could be used by the state librarian and archivist emeritus.

4. Supply Room: Close to the administrative offices should be a small room for the storage of library, archival, and office supplies. Lacking a separate room, there should be ample built-in storage cabinets in the secretarial office.

C. Extension Division

In line with earlier comments on this division (pp. 10-11), its space requirements are about as follows:

1. Offices: Minimum requirements are: (a) an office for the director, about the size of that in Virginia (285 sq. f. t); a secretarial office adjoining, designed to take care of two people with equipment; (c) adjoining that an office for the present technical assistant. All offices should have ample book shelves. In addition to these, there should be two more offices if funds permit. If not, there should be enough space in the work room to provide them when needed, by means of temporary partitions, as in Virginia.

2. Work Room: In case it should become necessary for this division to keep a considerable number of books in Nashville, a work room would be required. This is necessary because of differences

in the nature and purpose of the books used as compared to those in the library proper. This work room, after allowing for probable office expansion, should have a work space for three people, for a card catalogue of modest dimensions, and for a wrapping table. The space per person should be greater here than in other work rooms for the reason that books will be moving in and out, requiring unpacking and packing for shipment and cartons or book boxes for that purpose would have to be available.

This room should have a door leading into the stacks; it should be near the elevator coming from the shipping and receiving room; and it should have a good window space.

If this area is not used for a work room, and it is not likely to be for some years at least, it can be used as a conference room or display room or both, as needed.

3. Stacks: If the need for stack space developed, it would be a comparatively simple matter to fence it off by metal grills.

The over-all space assigned to the extension division in the Virginia library (about 2,550 sq. ft.) would seem to be about what we would need. If practical, it might be well to increase this by a modest amount.

D. Historical Division

The relationship between the State's library-archives and the historical agencies, and the question of space in the new building for the latter has been treated. (pp. 11-13) With this in mind, the space requirements for the organizations would be as follows:

1. Historical Commission: Since the Commission meets infrequently, one office would serve its needs. This should be large enough for two desks or one desk and a table, a half dozen extra chairs, a filing cabinet or so, and a few book shelves.

Adjoining if possible and very close by at least, should be a conference room with a table to accommodate 25 people. This could be used by the Commission for its full meeting or for its larger committees. It would be available for other purposes when not in use by the Commission.

2. Historical Society: The space requirements of the Historical Society are greater and more complicated than those of the Historical Commission.

a. Office: The Society will need an office comparable in size and equipment to that of the

Commission. Ideally, perhaps, it should be at the opposite end of the conference room used by the Commission, although this is not necessary. It should be close to the Commission's office and close to a conference room.

b. Meeting Place: The Society needs a place to hold its monthly meetings. The lecture hall would be well suited for that.

c. Library and Manuscript Holdings: The Society has a considerable body of library and manuscript material, and it is hoped that its holdings will be increased greatly in the future. These holdings should be held as separate entities and not to be mixed with those of the library-archives. They should be clearly marked so that users would give due credit to the Society. Since, however, it seems that for a long time to come the Society's holdings must be serviced by the library-archives staff, and since its materials should be available to non-members for use in the building, it would seem that something like the following arrangement would be most economical and effective and, at the same time, allow for future expansion.

(1) Screen off in the library stacks an area sufficient to hold the Society's library material, and in the archival vaults space for its manuscript collections. It might become desirable to house all of the Society's holdings in a single stack enclosure near the Special Collections Room. In any event, the materials would be kept intact and their use subject to such rules and regulations for their safety as might be set up by the proper authorities.

(2) All materials should be catalogued or indexed for the main catalogue rooms, but an additional catalogue should be kept in the Society's office.

3. Works of Art. For discussion of policy, see page 13 - Requirements are:

a. Plenty of wall space for display purposes on rotating system.

b. Storage space for pictures, filing cases as for maps; for frames, either a rack designed for that purpose or wide shelves in stack areas. This storage could be in a special room or in stacks. The latter would give greater flexibility.

4. Publication Office: (See p. 12): This activity would require one office of from 200 to 250 sq. ft., with adjoining secretarial office. In Virginia the latter is made unnecessary by connecting the publications office with the administrative suite. This office should be near those of the Historical Commission and Historical Society.

E Lecture Hall
(See p 14)

This should seat not more than 150 people on chairs that may be removed easily. It need not have window space; in fact it might be better without. The room should have a small speaker's stand and equipment for motion pictures and sound recordings. Its walls should be suited to the display of works of art.

F. Conference Rooms

The need for a few conference rooms has been pointed out (p. 14). Two have been mentioned in connection with the extension and historical divisions, both on the second floor. Another one on this floor would not be too many if space permitted, remembering that they could be used for display purposes or for special work projects. They need not be of uniform size. A small conference room on the first floor, as in the Supreme Court Building, could be of use.

G. Special Collections Rooms

The problem of space for special collections is complicated by two or three factors.

1. The certainty that these collections will increase in number and importance, but uncertainty as to rate of increase.

2. The varied character of these collections. They will range all the way from the James K. Polk law library to collections of sheet music of folk lore in various forms, and of many audio-visual collections.

3. The necessity of having ample space to use or display without setting up too many rooms, some of which might not be needed for a long time to come.

The possibility of using some alcoves has been suggested but this is not altogether satisfactory. In addition, the following space allowance is suggested.

A large room on the second floor, connected with the stacks and near the elevator and lecture hall. Light or temporary walls would divide it into an office and about three display rooms, all connected with each other.

1. Office. This should connect with the stacks. It should be large enough for the desk of a curator, a work table, and a half dozen chairs. It should have room for a card index or catalogue cabinet of moderate size. It should have shelves for display or storage purposes.

it should be equipped with a record player or two.

2. Display Rooms. The three display rooms need not be large. They should be designed to display books, sheet music, and other objects of interest. They should have ample glass frontage on the hallway but no doors leading to it. They should be lighted for the purpose of displaying the rooms' contents rather than for reading purposes.

The special collections could be housed in the stacks when not on display. This arrangement would give ample room for expansion of such collections, insure their being kept safe and intact, provide good display space on a rotating system, and make it possible to use them conveniently and safely.

H. Documents Repair Room

There ought to be a room properly equipped, to repair by lamination the many old documents, books, etc., that would be lost if not repaired. The equipment for this room would be of light weight. The work would require as much natural light as possible. Aside from a desk, work tables, storage shelves, etc., the most sizeable piece of equipment would be a laminating machine. The archives restoration room in the Virginia Library (28' x 28') seems to be about the proper size. We could probably do with some less space if necessary.

I. Photographic Laboratory

Because much of the archival and library material will have to be microfilmed or photographed, and because much of this material is irreplacable, it seems that the new building, almost of necessity, should be equipped with both microfilming and photostatic facilities. These should include:

1. Space for at least one microfilm and one photostat camera. Since this type of equipment is being improved rapidly, it could be that within a few years it would be necessary to supplement the old cameras with later models. A liberal allowance of space here, if possible, might save much perplexity in the future.

2. A dark room for developing purposes.

3. Space for work tables and for equipment to check microfilms.

4. An office where records could be kept and documents and photostatic supplies could be stored.

Virginia's photostatic laboratory would be a little roomy for our needs in the immediate future, but it might be unwise to go too far in the opposite direction. This area need not have outside window exposure. Indeed, it might be better without such exposure.

J. Safety Deposit Vault

It would be well to have a safety deposit vault for the storage of documents of especial value. This need not be very large.

K. Rare Book Room

In addition to the safety deposit vault, there should be a room where rare books and other items could be kept under special lock and key. This could well be a screened off area in the stacks, as in the Joint University Library. With facilities, already suggested, for proper display of rare items and for their use under careful supervision, an elaborate rare book room is not needed.

E N D



H. Clinton Parrent, Jr., Architect

TENNESSEE STATE LIBRARY AND ARCHIVES
NASHVILLE

"A Lasting Memorial to the Citizens of Tennessee Who Served in World War II"

THE BUILDING

The Tennessee State Library and Archives Building was designed to combine the beauty which makes it an appropriate memorial and the utility which promotes efficient operation. Its architecture was planned to harmonize with the Capitol and Supreme Court Building.

The main entrance leads through a vestibule into Memorial Hall with its interesting arrangement of marble walls and fittings of Tennessee aluminum, bronze, glass and wood. Woodwork throughout the building is gum with a light natural finish.

To the left is the Reading and Reference room. The red leather chairs in this room are an exact reproduction of those in Independence Hall, Philadelphia. To the right is the Catalog and Work room.

On the second floor are located the administrative offices, the Library Extension Division, offices of the Tennessee Historical Commission and the Tennessee Historical Society, the photographic laboratories, an auditorium and conference room.

The Archives Division is on the ground floor.

The rear portion of the building is severely utilitarian. Its eight deck levels will accommodate books and records to the equivalent of two million volumes. This area is not open to the public.

ARCHIVES DIVISION

This division is the official repository for all records created by the various state departments, commissions, and agencies, and for such other manuscript materials as may be deposited with it for safekeeping. The Archives contains an abundance of material of interest to the serious researcher. Among the collections of records, which amount to about 400 tons, are many rare and valuable documents: letters of Tennessee Governors, the state constitutions, grants of land within the state, and records of each General Assembly from 1796 to date. A map section contains numerous rare and costly maps of Tennessee, and a world-wide coverage of U. S. Army maps. Rich

accumulations of official records are supplemented by private manuscripts and books of the Tennessee Historical Society, whose effects the Archives administers. Among these are papers of Presidents Jackson, Polk, and Johnson, and of many other leading Tennesseans.

Because of its valuable and unique collections of records and manuscripts, the Archives is the leading center for original research in the history of Tennessee.

LIBRARY DIVISION

During the hundred years of its existence, the State Library has accumulated more than a quarter of a million volumes, with an emphasis on material dealing with Tennessee and the South. Many of its volumes are rare. The library is a government depository and receives the printed documents of the United States and the State of Tennessee, as well as documents from many of the other states. There are rich collections of Tennessee newspapers, historical publications, genealogical works, and books and periodicals of broad cultural value. More than a thousand volumes of transcribed county records will be found in the Reference Room.

Organizations and individuals have deposited their records, letters, papers, programs and scrapbooks in the State Library for safekeeping and for use in research. The library specializes on pamphlets, personal narratives, and material published in Tennessee, by and about Tennesseans and their activities.

The library collection is designed primarily for research and reference use, chiefly by departments of the state government, scholars, genealogists, lawyers, newspaper writers, authors and teachers. Requests for information are answered by the Reference Department. Rare material is often available on microfilm or can be photostated for lending, and occasionally duplicate copies of some books can be supplied on interlibrary loan.

LIBRARY EXTENSION DIVISION

The objective of this division is to promote the extension and development of public libraries throughout the state. It gives advice and help to counties which are interested in organizing libraries. Through its Regional Library Service it gives assistance to counties which have established a county public library and wish to join the program. The Regional Library Service operates through eight regional centers. Each center furnishes to a group of cooperating counties materials and facilities which a single county cannot provide for itself. These include (1) bookmobile service to all library branches and small communities in the county, (2) additional books to supplement those owned by the county, (3) reference assistance, and (4) advice and help of the regional library staff.

RESTORATION AND REPRODUCTION DIVISION

The chief function of the Restoration Laboratory is to restore and preserve the holdings of the State Library and Archives and the Tennessee Historical Society. Many of the documents processed here were previously unavailable for public use because of their badly deteriorated condition. When received for processing the documents are cleaned, pressed and chemically deacidified. They are then laminated in plastic and placed in folders, binders, or permanently bound. The lamination is performed with a Barrow Laminator which is of such recent origin that the machine is the twelfth to be constructed.

The reproduction section is equipped with microfilm cameras, enlarger, photostat machine, and verifax printer. Materials ranging in size from 3x5 cards to large newspapers and drawings can be recorded on film. Facilities include a darkroom for film developing. The work of this section makes possible a large saving of space, makes records more accessible, and allows other libraries to borrow films of materials that would otherwise be unavailable. This section also operates an offset press and supplies most of the printing required for the building.

TENNESSEE STATE LIBRARY AND ARCHIVES
DAN M. ROBISON, Librarian and Archivist
NASHVILLE
1954

Training of Archivists--Columbia University, 1939-1940

2 February 1940

Manager
Kings Crown Hotel
420 West 116th Street
New York City, N. Y.

Dear Sir:

Please send me rates and other information relating to the Kings Crown Hotel.

I expect to teach in the School of Library Service at Columbia at the summer session, and shall probably wish to make reservation for the period.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

King's Crown Hotel

420 WEST 116TH STREET
NEW YORK
UNDER KNOTT MANAGEMENT

PRIVATE OFFICE

OPPOSITE COLUMBIA UNIVERSITY

TELEPHONE UNIVERSITY 4-2700

February 5th, 1940.

Miss Margaret C. Norton, Spt.,
Archivies Division,
Illinois State Library,
Springfield, Ill.

Dear Miss Norton:

We thank you for your letter of recent date and take pleasure in enclosing a booklet descriptive of our hotel, and quoting you the following rates that will be in effect during the summer school period.

Single rooms with semi-private bath (bath shared by one other woman in adjoining room) range from $20.00 to $25.00 per week, with meals. Single rooms with private bath will range from $26.00 to $30.00 per week, with meals.

All rooms are light, airy, attractively furnished and will give you every comfort. The rates vary according to the location of the rooms.

If there is any further information desired, kindly do not hesitate to write us.

Hoping to have the pleasure of numbering you among our summer school guests, we are

Very truly yours,

KING'S CROWN HOTEL

H.T. Arras, Manager

hta-rm

KING'S CROWN HOTEL

420 WEST 116th STREET

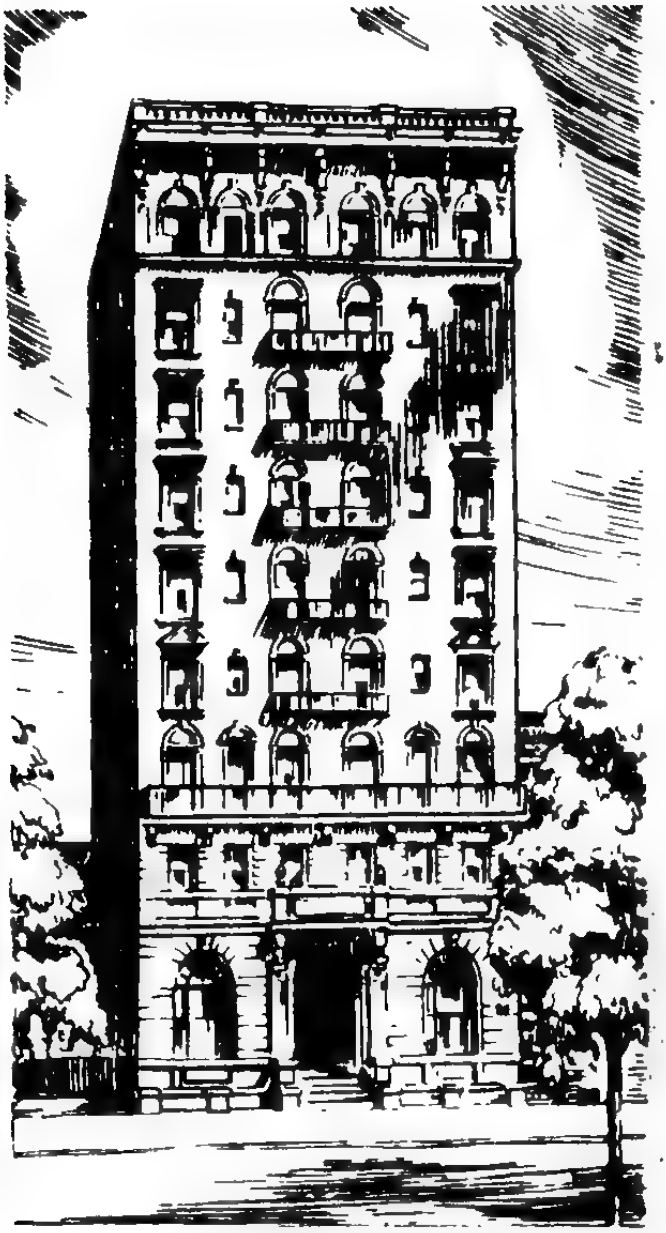
at

Columbia University

UNIVERSITY 4-2700



UNDER KNOTT MANAGEMENT



The King's Crown Hotel is situated on a quiet, sunny street on Morningside Heights in a unique residential section of New York. It is high above the city, and away from disturbing noises, yet convenient to all means of transportation. A short ride takes one to the theatre and shopping centres. The King's Crown is the logical choice for visitors to Columbia University and the numerous other points of interest nearby—the Cathedral of St. John the Divine, the Riverside Church, Grant's Tomb. The accommodations include single rooms with baths and small suites of 2 rooms.

The Union Theological Seminary
AVENUE
CLAREMONT
CLAREMONT AVE.
BROADWAY
Columbia University
121st STREET
120th STREET
The Green
South Court
AMSTERDAM AVENUE
116th STREET
117th STREET
118th STREET
114th STREET
MORNINGSIDE DRIVE

Key to University Listing of Points of Interest

QUADRANGLE

A. King's Crown Hotel
1. Library
2. Kent
3. Philosophy
4. East
5. St. Paul's Chapel
6. Fayerweather
7. Avery
8. Schermerhorn
8a Schermerhorn Ext.
9. University
11. Physics
12. Havemeyer
12a Chandler Lab.
13. Engineering
14. Earl
15. Mines
16. School of Business

SOUTH FIELD

40. Livingston
41. Hartley
42. Hamilton
43. Journalism
44. Furnald
45. John Jay
107. South Field

EAST FIELD

60. President's House
61. Faculty House
62. Botany Greenhouse
63. Agri. Greenhouse
64. Crocker Institute
65. Casa Italiana
66. Home Study
67. Dean Hawkes
68. Chaplain Knox
69. Maison Francaise
70. Carnegie End'm't
102. Johnson Hall
108. Deutches Haus
109. College Entrance Exam. Board

CLAREMONT AVENUE

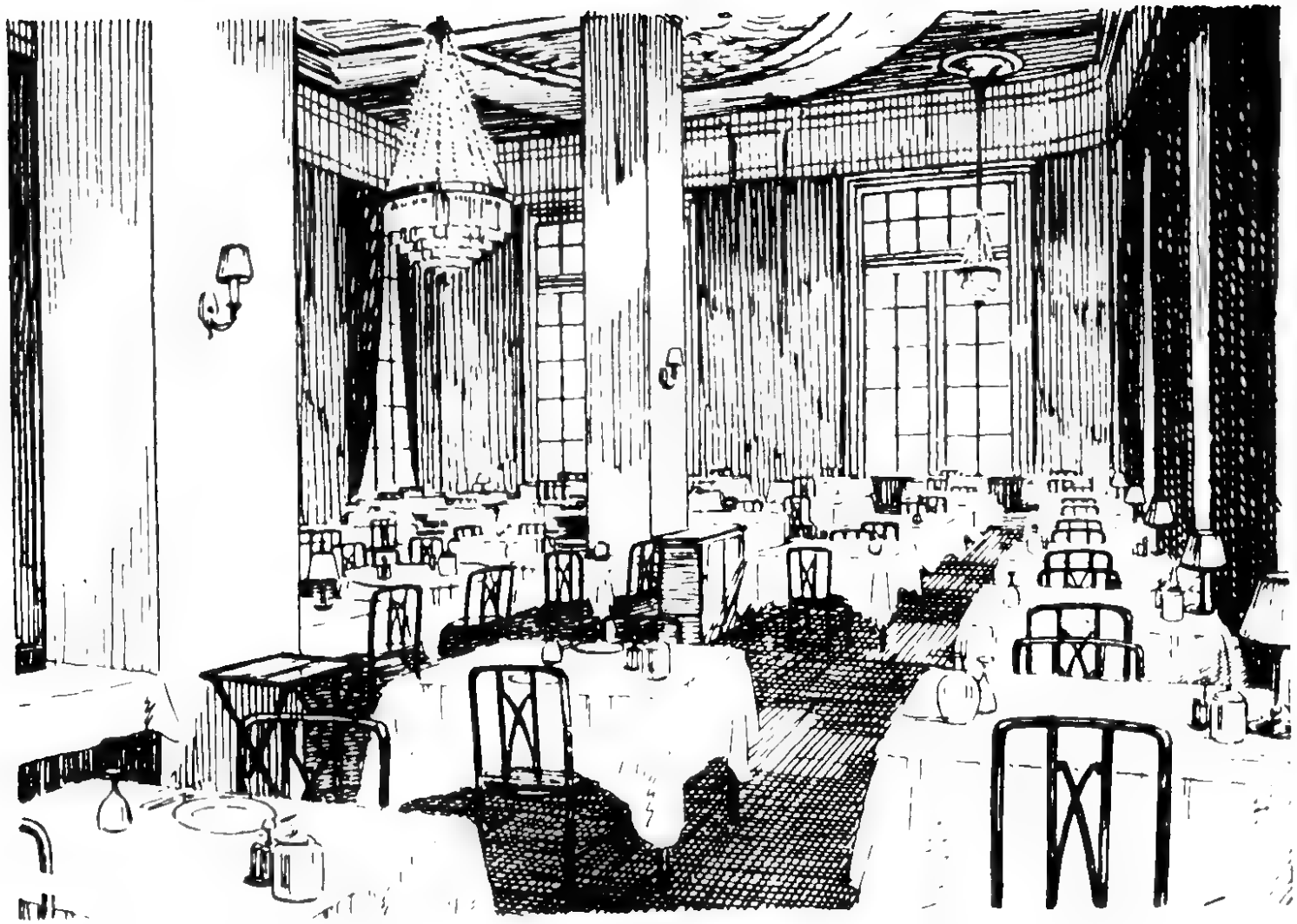
71. DeWitt Clinton
72. Morris
73. Tomkins
85. Charles King

BARNARD COLLEGE

80. Brooks
81. Barnard
82. Brinkerhoff
83. Milbank
84. Fiske
87. Milbank Quadrangle
103. Hewitt

TEACHERS COLLEGE

90. Horace Mann School
91. Thompson Hall
92. Annex
93. Milbank Chapel
94. Main Teachers College Hall
95. Macy Hall
96. Russell Hall
97. Grace Dodge Hall
98. Whittier
99. Lowell Annex
100. Seth Low
101. Lincoln School & Research Building
104. Bancroft
105. Grant
106. Sarasota



Opening off the lobby, the dining room is a point of especial interest and pride. The food is notable for its wide variety and tasteful preparation. In fact, the whole atmosphere is extremely cheerful and pleasant. (The enthusiastic comments of our guests show that the results have well justified the efforts.) Special attention is given to individual tastes and preferences, both in the dining room and the hotel.



With all the advantages of location, the dignified atmosphere and comfortable rooms, the rates are exceptionally moderate. Each bedroom has, or connects with, a private bath. There is a telephone in every room, and the building is fireproof. The furnishings and decorations of the public rooms and bedrooms are subdued and tasteful, with an air of restfulness. The King's Crown is indeed a delightful hotel.

Rey

23 February 1940

Mr. H. T. Arras
Manager
King's Crown Hotel
420 West 116th Street
New York City, N. Y.

Dear Mr. Arras:

Please reserve a single room with private bath for me for the Columbia Summer School period. I shall want a cool room. Whether or not I shall want to take all my lunches at the hotel, will depend upon my schedule. That, of course, can be arranged later. I will also give you a more specific arrival date later. I wish, in the meantime, to merely have my reservation for the room in your files.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

King's Crown Hotel

420 WEST 116TH STREET
NEW YORK
UNDER KNOTT MANAGEMENT

OPPOSITE COLUMBIA UNIVERSITY

PRIVATE OFFICE

TELEPHONE UNIVERSITY 4-2700

February 26th, 1940.

Miss Margaret C. Norton, Supt.,
Illinois State Library,
Springfield, Ill.

Dear Miss Norton:

Your letter of February 23rd received and we take pleasure in reserving a single room with private bath for you, for the summer school period.

At the present time, it is not possible for us to give you a definite location of the room we shall reserve for you. The rate will range from $26.00 to $30.00 per week, including meals.

You may rest assured that the accommodation reserved for you will be cool and give you every comfort.

Thanking you and looking forward to the pleasure of serving you, we are

Very truly yours,

KING'S CROWN HOTEL

H.T. Arras, Manager

hta-rm

11 June 1940

Mr. H. T. Arras
Manager
Kings Crown Hotel
420 West 106th Street
New York City, N. Y.

Dear Mr. Arras:

This will confirm my reservation made sometime since for a room at the King's Crown Hotel for the Summer Session of Columbia University. As my mother, Mrs. Samuel Norton, is accompanying me, I wish to change this reservation to two single rooms with connecting bath.

The exact time of my arrival is not certain, at present, but unless you hear to the contrary you can expect us to arrive Friday, July 5th.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MON AR

3 January 1940

Dr. Solon J. Buck
Director of Publications
The National Archives
Washington, D. C.

Dear Dr. Buck:

When we discussed the Archives course, which I expect to give at Columbia this Summer, you asked me for more information about it. I am, therefore, enclosing a copy of the statement which will go into the Columbia publicity. This is about as far as I have gone specifically with plans. My idea on this course is that we should try to popularize archives with librarians as an aid to the preservation of local archives. This is being done in some of the European countries. In England a course on archives is a requirement for library school students. "In Esthonia in 1905, archival legislation was passed providing for archival deputies among the best qualified citizens in the community to foster local institutions in archives, to visit local public officals in archives administration, and to keep in touch with the archives and the professional scholarship on the one hand, and with the historically minded laity on the other hand." In Czechoslovakia, "the National Archives Society conducted training courses in archives management and museum practice for teachers in intermediate schools who came in contact with archival collections in rural communities. In 1931 there were 91 teachers enrolled in this course". See Col. Boammell's article entitled "Libraries and Archives" in the Library Quarterly, 1939, vol.9 p.438-444.

It seems to me that possibly one reason why we have accomplished so little in the way of preserving local archives is that we have approached it from the wrong direction. We have considered it as chiefly a responsibility of the state archivist, and we have not done enough towards interesting local people in the subject. I am preparing a memorandum on this point, at Herbert Kellar's suggestion, for consideration of our AHA Committee on Archives, and will send you a copy shortly. I am particularly interested on the bearing such points will have on what I should give to my students at Columbia.

I will appreciate any suggestions you have to make on the subject.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

C
O
P
Y

American Archives.

A general survey of American archival organization and practice. Intended not so much as a training course for archivists as a general interduction to the field for students contemplating going into archival work and for librarians and others who have or contemplate having archival collections or departments in their institutions.

Lectures and seminar discussions will deal with the philosophy of archives; the major archival institutions of the world; contrasts between European and American archival problems; archivists and librarians; public documents as archives; archival legislation; public relations (public officials and reference work); problems of custody (accessions, classification, cataloging, buildings, and equipment, authentication of records, repair and binding, pests, rules and regulations, etc.); reproduction (certified copies, photographic processes, printing and near print, editorial work); the making of archives (inks, papers, etc.); destruction and reduction of records; local archives; bibliographical and other reference tools.

Students expecting to specialize in the archival field should supplement this course by advanced graduate work in history and political science, especially historical method and bibliography, and by courses in the history of manuscripts and books, bibliographical methods, reference work, public documents, etc.

The National Archives
Washington, D. C.

OFFICE OF THE
DIRECTOR OF PUBLICATIONS

Unofficial

January 8, 1940

Miss Margaret C. Norton
Archives Division
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Thank you very much for the information contained in your letter of January 3 and the accompanying statement concerning the archives course to be given at Columbia. I agree with everything that you say in your letter, and I think that the course is admirably planned. The only question in my mind is as to whether you are trying to cover too much ground. I find it difficult to cover approximately the same subjects in a year's course meeting two hours a week.

I am sending you herewith an outline of my course and also a preliminary draft for the beginning of a select bibliography on the history, organization, and activities of archival agencies outside the United States. This includes only the general material. I hope to add to it a few special references for each country concerning the archival activities of which information is available. I am also compiling a select bibliography of archival activities in the United States. When these bibliographies are completed, it is probable that they will be brought out as Staff Information Circulars of The National Archives. I trust that you have a copy of our Staff Information Circular No. 6, entitled "Selected References on Phases of Archival Economy." If not, you can obtain one by writing to our Administrative Secretary.

If you will keep me informed concerning the progress of your course and send me any material that you may reproduce in connection with it, the favor will be much appreciated. And if I can be of any help, do not hesitate to call on me.

Sincerely yours,

Solon J. Buck

Solon J. Buck

SJB:edf

Outline for a Course on

ARCHIVES AND HISTORICAL MANUSCRIPTS

I. The history and administration of archives and collections of historical manuscripts outside the United States.

A survey by countries with the emphasis on the nineteenth and twentieth centuries; covers the principal countries of Europe and selected countries of the other continents.

II. The history and administration of archives and historical manuscripts in the United States.

- Public archives
  - Federal archives
    - History
    - The National Archives
    - Survey of Federal Archives
  - State archives
  - Local archives
- Institutional archives
- Business archives
- Family or personal archives
- Manuscript collections

III. Archival economy

1. Official status and functions of an archival agency
2. Internal organization and recruitment and training of personnel
3. Buildings and equipment
4. Appraisal, assembling, and elimination of material
5. Preservation and rehabilitation of material
6. Arrangement and description of material
7. Reproduction, editing, and publishing of documentary material
8. Service and use of material
9. Special types of archival materials

13 January 1940

Dr. Solon J. Buck
Director of Publications
The National Archives
Washington, D. C.

Dear Dr. Buck:

Thank you very much for the bibliography on the History, Organization and Activities of Archival Agencies Outside of the United States. While have most of these references, several of them are new to me and I am particularly interested in having these as a select list of references which you found valuable in connection with your course at Columbia.

Thank you also for the printed copy of your article of The Status of Historical Bibiography in the Unites States. I have used the earlier edition of this frequently and think it very useful.

Thank you also for the outline of your course on Archives and Historical Manuscripts. I quite agree with you that I am trying to take in a good deal of material, however, my point of view will be somewhat different than yours and I believe I can cover the ground in the time allowed me. My course will meet daily six times a week for six weeks. You were teaching a course for historians who need to know a great deal about the history of archives throughout the world, and particularly about the materials to be found in the foreign archives. It seems to me that my course, addressed to librarians, should stress the part they can play in helping to preserve local archives. Therefore, I think I can save a good deal of time by treating foreign archives quite briefly. In other words, they need to know only the barest facts about the chief archival agencies of the world; just as they are given a brief summary of the principal libraries of the world.

I think I shall probably pretty much follow the outline of Jenkinson. Of course, Jenkinson's is not an elementary work and it does deal chiefly with English archives. However, I like his approach to the various subjects which he takes up, and I think when these are Americanized the outline will prove workable.

The results will look probably very much like the III point in your course, namely, Archival Economy, with I and II as one of the numbers under III

Up to the present, I have not started to outline the points in my lectures. When I do, I shall unquestionably have to call on you for the information on the number of points.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

THE HAYES MEMORIAL

FREMONT, OHIO

February 21, 1940

Miss Margaret C. Norton
Chief, Division of Archives
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

In looking through the last issue of Illinois Libraries, I noticed that you were going to give the course on American Archives in the summer session of Columbia University. This is a good thing for Columbia, of course.

I suppose from the outline of your lectures you will stick rather closely to official records. Does Columbia have much in the way of courses in the history of manuscripts? Just exactly what is meant by that?

I have been trying to work out a plan for describing manuscript collections. It may be reduced to paper by June, and I would appreciate it if you looked it over and criticized it. To me, this has always been a most difficult problem, and one to which very little thought has been given. The only adequate work that I know of is Miss Nute's Guide. If students could have adequate guides to the large manuscript collections their foot work would improve decidedly.

Sincerely yours,

Curtis W. Garrison

Curtis W. Garrison
Director of Research

CWG:jbc

26 February 1940

Dr. Curtis W. Garrison
Director of Research
The Hayes Memorial
Fremont, Ohio

Dear Dr. Garrison:

In my Columbia course, as you suggest, I am sticking rather closely to official records except insofar as physical care of manuscripts is the same as for archival material: that is methods of repair, fumigation etc. are similar. With so short a time for the course, I think it would be confusing if I were to include material on manuscript collections in general. What I want to do is to impress upon librarians the fact that they cannot use library technique for archives without decided modifications. Offhand I cannot tell you just what Columbia gives in the way of courses in the history of manuscripts. What I meant by that is courses similar to the one which Pierce Butler teaches in the Graduate Library School at Chicago, also the Columbia course on palaeography.

I shall be very glad to look over your work on the description of manuscript collections. I believe Dr. Blegan is also working on something similar, but I am not quite sure that it will have the same scope as your studies. Certainly there is a need for what you are proposing to do. I probably cannot help much, because I do so little calendaring here. I have not seen one, but I assume the Historical Records Survey must have a manual on calendaring, since they are publishing quite a few calendars right now. I assume you will also give some very much needed rules for the transcription of manuscripts.

Please keep in touch with me on this subject.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

Archivalische Zeitschrift

Columbia University
in the City of New York

THE LIBRARY
SCHOOL OF LIBRARY SERVICE

May 2, 1940.

Miss Margaret C. Norton, Supt.
Archives Division, State Library
Springfield, Illinois

My dear Miss Norton:

Dr. Williamson has given me your list of books needed s152, American archives. We are ordering titles not already on the campus, but our Acquisitions Department seems to think it doubtful that we will have all of them by the time Summer Session opens. We shall borrow as much of the material in other libraries as possible, but the students will undoubtedly have to go to some of the other libraries on the campus.

There are two of the titles that I would like to ask you about.

Historical records survey (WPA).
Columbia is a depository but it will not be possible to borrow all the material issued by the Survey. However, if you will list the ones needed most I shall try to have them in the SLS Library.

Illinois. State library. Annual report.
We have Illinois. State library, Library extension division.
Report. 1910/13 - 1932/33
Statistics of libraries of Illinois. 1919-37.
Illinois libraries. 1919-39.
Will these give your students what they need?

Sincerely,

Abigail Hausdorfer

(Mrs. Abigail Hausdorfer
Librarian
School of Library Service.

7 May 1940

Mrs. Abigail Hausdorfer
Librarian
School of Library Service
Columbia University
New York City, N. Y.

Dear Mrs. Hausdorfer:

Do not worry if you are unable to obtain all of the books which I listed. I doubt if you can obtain the foreign books. The Archivalische Zeitschrift, I think, can be borrowed from the Library of Congress. I am going to try to borrow it and have parts of it copied by microphotography. If we are not able to do that, we will have to get along without it. I will make a list of the Historical Records Survey Volumes which are needed. Inasmuch as new volumes are coming out all the time, I will wait until just before I get to Columbia to make out the list, because I want to use the latest illustrations of my points, but will not need the volumes the first couple of weeks that I am there. I will bring the Illinois State Library Reports needed.

Thank you for your cooperation in getting titles for the course on Archives.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

3 October 1940

Mrs. Walter Hausdorfer
Library School of Library Service
Columbia University
New York City, N. Y.

Dear Mrs. Hausdorfer:

Thank you very much for sending the copy of the two articles on classification. I thought I had picked up all of my things, which I had put on reserve and had not missed this. I enclose postage.

I enjoyed my summer at New York very much and particularly my contacts with the members of the faculty and my class. I hope we can keep in touch with each other though I am a notoriously poor letter writer.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

Columbia University
in the City of New York

February 6, 1940

Madam:

I am authorized to say that you have been appointed to give instruction in the Department of Library Service for the Summer Session of 1940 in this University. The allowance is $500.

Please to signify your acceptance.

By authority of the Trustees,

Philip M Hayden

Secretary of the University

Miss Margaret C. Norton

Summer Session salaries are paid in two installments

13 February 1940

Mr. Philip M. Hayden
Secretary of the University
Columbia University
New York City, N. Y.

Dear Mr. Hayden:

I hereby accept appointment to give instruction in the Department of Library Service for the Summer Session of 1940 in Columbia University. The allowance is to be five ($500.00).

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

594 Cabot St.,
Beverly, Mass.
April 19, 1940.

Miss Margaret C. Norton,
Chief, Archives Division,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

Were it not for our meeting at Annapolis, I should doubtless not be writing you. But because of that contact, you may be interested to know that I have made arrangements to attend the Columbia Summer School this year. Your course on archives was a deciding factor. The opportunity to read and talk about some of the problems which have arisen in connection with our establishment will be a welcome one. The policy of the Library authorities in this connection is fair; three members of my College Class, now working in the Library, expect to be at Columbia this summer.

I am sorry that you could not get over to Cambridge while in Boston. Recently, I had occasion to visit the State Archives, and was shown about by Mr. Robinson. I shall look forward to seeing you this summer.

Very truly yours,

Robert W. Lovett

Assistant,
Harvard University Archives.

24 April 1940

Mr. Robert W. Lovett
594 Cabot Street
Beverly, Massachusetts

Dear Mr. Lovett:

Several of the persons who expect to attend my class in Archives at Columbia have written to me that they are doing so. I am very grateful for this, because it is helping me determine the emphasis which I shall put upon the work. If the class were to be made up of librarians exclusively, I would devote more attention to propaganda for Archives. As it is several people like yourself are interested in archival technique, so that is what I shall emphasis.

I remember my visit with you at the Naval Academy at Annapolis very well. I was sorry, indeed, that circumstances made it impossible for me, while I was in Boston last year, to call upon you.

I shall be looking forward to renewing our acquaintance this summer.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

27 June 1940

Miss Effie L. Powers
South Hall
Columbia University
New York City, N. Y.

Dear Miss Powers:

Thank you very much for the invitation for my mother and me to join your group at the apartment of Dr. Rust.

Our mutual friends have been telling me how much I am going to enjoy being acquainted with you and it would be very nice to be in the same apartment with you, and especially nice to have you want me. However, it is necessary for my mother and myself to have separate rooms, and as mother is eighty years of age, I do not wish her to have any housekeeping cares at all - not even getting breakfast. I think, therefore, it will be best for us to stay at the hotel as originally planned.

Thank you very much for your thoughtfulness.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Margaret C. Norton

Superintendent

MCN AR

THE STATE HISTORICAL SOCIETY OF MISSOURI
OFFICE OF THE SECRETARY
COLUMBIA

March 2, 1940

Miss Margaret E. Norton, Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Congratulations on your appointment to the teaching staff this summer in the School of Library Service, Columbia University. I wish I were younger and could take the course.

With best wishes for your continued success, I am

Most cordially,

Floyd C. Shoemaker
Secretary

FCS:MK

5 March 1940

Mr. Floyd C. Shoemaker
Secretary
State Historical Society of Missouri
Columbia, Missouri

Dear Mr. Shoemaker:

Thank you for your kind words about my course on American Archives to be given at Columbia this summer. On the whole, I think it just as well for my standing with you that you are not younger and cannot take the course.

Please remember me to Sarah Guitar and any other members of the staff who may still be there.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

THE NEW YORK HISTORICAL SOCIETY
170 CENTRAL PARK WEST
NEW YORK CITY

ALEXANDER J. WALL
DIRECTOR

April 1, 1940

Miss Margaret C. Norton, Archivist,
Illinois State Library
Springfield, Ill.

My dear Miss Norton:

I notice from the circular of the Library Service at Columbia University that you are giving a course there, and I write to tell you that if we can be of any service to you in this connection, we shall be glad to coöperate. We repair manuscripts in our bindery, so that many of the ideas referred to in your course are in practice here.

Sincerely yours,

A. J. Wall

Director

8 April 1940

Dr. Alexander J. Wall
Director
The New York Historical Society
170 Central Park West
New York City, N. Y.

Dear Dr. Wall:

It was very kind of you to suggest that I might like to bring my students to the New York Historical Society to visit your repair department. I think if the group is not too large it might be very much worth while to do so. One of the things that worries me about the course is that it must be so theoretical. It seems to me that it will be like giving a course on chemistry without a chemical laboratory. I shall come to see you shortly after I get to New York, for I am anxious to see the new building. We can, at that time, discuss various matters of interest to both of us.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

Columbia University
in the City of New York

SCHOOL OF LIBRARY SERVICE

October 11th, 1939

Miss Margaret C. Norton
Superintendent, Archives Division
State Library
Springfield, Illinois

Dear Miss Norton:

More and more frequently of late we are having inquiries as to the possibility of offering instruction in archive administration. Do you think the time has come to experiment in that field with a general course? In the last few years we have conducted such experiments first in law library administration, then in music library administration, and last year in medical science and in microphotography. Possibly we ought to add a course in administration of archives. I should like very much to know what you think about the idea.

I should also like to know whether in case we do decide to offer such a course you would be willing to be the instructor? The normal summer session teaching program consists of two courses, consequently the compensation that we could offer for a single course would be inadequate as compensation. I suppose it could hardly be more than $400, but possibly you would enjoy a summer in New York with a comparatively light teaching load and a feeling that you are doing a piece of pioneer work in a new field of training.

Our summer session program has to be in final shape very soon, so I am under the necessity of asking you to let us hear from you just as soon as possible.

Sincerely yours,

Dean

CCW/MD

23 October 1939

Prof. Charles C. Williamson
Dean
School of Library Service
Columbia University
New York City, N. Y.

Dear Dean Williamson:

Upon my return to my desk this morning, after a two weeks business trip in the East, I found your letter asking me about the possibility of my offering instruction in archive administration at Columbia next summer. Of course, I would have to discuss anything of this sort with my superiors, and I have no idea how they would react. I am afraid that I will not be able to give you any answer for a week, because I may not have an opportunity to discuss it with them thoroughly before then.

We are offering here an internship in archives in connection with the University of Chicago. At the university, the students will take certain courses in historical methodology, bibliography, palaeography, diplomatics and other background courses, partly given by the graduate history department and partly given by Dr. Pierce Butler of the graduate library school. The internship will be open to students who have had these required courses and who have had at least half years resident graduate work beyond the Master's level in history or political science. They will come to us for the spring quarter where we will offer them practice work in archives and lectures on archival technique.

My first reaction would be that I would prefer to have experimented here before attempting to give a course at Columbia. Naturally I am very much interested and flattered that you have asked me to do the work. The salary, of course, is considerably less than my present salary, but as you say there are other interesting compensations.

There is considerable demand for courses in archival technique. Such courses should be followed by internships to give the "feel" of documents. Much of the background work in the allied fields of history,

political science and library techniques is already provided in the Columbia curriculum, and I believe it would be relatively simple to correlate these courses and add those sections not already provided. I have discussed these points with you before.

I will discuss this matter with Miss Rogers, the Assistant State Librarian, and give you a more definite answer as soon as possible.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

Columbia University
in the City of New York

SCHOOL OF LIBRARY SERVICE

October 25th, 1939

Miss Margaret C. Norton
Superintendent, Archives Division
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Thank you very much for your good letter of the 23rd. I knew something about your internships at Springfield, but it had not occurred to me and still does not seem to me that the giving of the course in archives administration here would need to wait until you have had extensive experience with the internships. I do not know what kind of a group you would have here. Some of them might be graduate students of history, but I think they are more likely to be trained and experienced librarians from all parts of the United States who feel the need of some definite instruction in archival technique.

The kind of students that I visualize in a course here would already have the "feel" of documents in most cases and a good many of them would, as a result of taking the course, do a better job in handling archival materials for which they are already responsible in their own libraries. Unfortunately, probably we cannot insist on an ideal background - history, political science, etc. - for a summer session course, at least not in the first year.

The salary I mentioned is, of course, very small. A regular teaching program consists of two courses, for which we are allowed to pay members of our own faculty one-sixth of their regular University salary. For one

course we normally pay from $300 to $400. There is a possibility that I could persuade the Director of the Summer Session to go to $450, or even $500, on the ground that we are opening up a new field and asking you to give a course which has very largely to be organized from the ground up with no precedent to follow. I should hope also that the Illinois State Library might see fit to give you leave of absence for at least a part of the period without deduction from your salary. This is frequently done by college presidents and boards of trustees.

I hope the more you think about it the more you will be inclined to accept the invitation, provided, of course, that your discussion with Miss Rogers leaves the way open. If the decision is favorable, as I earnestly hope, I would like to have from you a fairly full description of the kind of a course you think should be given. You will note in our current announcement, which I am sending you in separate cover on the chance that you do not have one conveniently at hand, the kind of descriptions we use. Ordinarily when we introduce a new course we undertake to give a pretty adequate idea of what is to be attempted. I suppose the title could simply be "Archive Administration." The course would carry three points credit and be open to persons who are qualified by previous study and experience. Just how to interpret such a phrase we could decide by the time applications begin to come in next spring.

Sincerely yours

C. C. Williamson

Dean

CCW/ML-s

2 November 1939

Dean Charles C. Williamson
School of Library Service
Columbia University
New York City, N. Y.

Dear Mr. Williamson:

Miss Rogers and I discussed your proposal, that I seek a leave of absence to give a proposed course on archives at the Columbia Summer School. Miss Rogers is personally sympathetic, but feels that on account of the fact that we are giving this interneship here for the first time this year, she will have to consult the State Library Board as to the best policy in this matter. In the menatime, she is willing to have me continue correspondence with you on the assumption that no objection will be raised.

I enclose a copy of my proposed outline for the course. This you may wish to condense for use in your announcement. I think the statement of purpose; namely, that this does not purport to be a full training course, may obviate some criticism from other members of the Society of American Archivists, who entre nous are a bit touchy on the subject with the relationship between librarians and archivists. As a former librarian, I know that there are many points of contact between archival and library training. Most of the other archivists in the country have only the historical training. I feel that there is quite definitely a place for a survey course, such as you propose to offer at Columbia next summer.

Under separate cover, I am sending you a series of articles which I wrote for our Illinois State Library Bulletin, ILLINOIS LIBRARIES, which explains my attitude towards the relationship between archives and libraries.

If this outline does not cover the points you had in mind, I will be very glad to make any alterations suggested by you. I will let you know the decision of the Board as soon as possible.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

American Archives.

A general survey of American archival organization and practice. Intended not so much as a training course for archivists as a general introduction to the field for students considering going into archival work and for librarians and others who have or contemplate having archival collections or departments in their institutions.

Lectures and seminar discussions will deal with the philosophy of archives; the major archival institutions of the world; contrasts between European and American archival problems; archivists and librarians; public documents as archives; archival legislation; public relations (public officials and reference work); problems of custody (accessions, classification, cataloging, buildings, and equipment, authentication of records, repair and binding, pests, rules and regulations, etc.); reproduction (certified copies, photographic processes, printing and near print, editorial work); the making of archives (inks, papers, etc.); destruction and reduction of records; local archives; bibliographical and other reference tools.

Students expecting to specialize in the archival field should supplement this course by advanced graduate work in history and political science, especially historical method and bibliography, and by courses in the history of manuscripts and books, bibliographical methods, reference work, public documents, etc.

Columbia University
in the City of New York
SCHOOL OF LIBRARY SERVICE

November 6th, 1939

Miss Margaret C. Norton
Superintendent, Archives Division
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Your letter of November 2nd reaches me this morning, and I read it with great satisfaction, particularly because of something that has come up since I wrote to you last. The best way to explain the incident I refer to is to enclose a copy of a letter I have just received from Dr. Solon J. Buck of the National Archives.

As Dr. Buck states, the first indication I had of an interest on the part of this group was a call from Professor Merle Curti, who is not only a member of the faculty at Teachers College but a member of our faculty of Political Science in the University. Professor Curti explained to me at considerable length the interest which he and Professor Binkley and others have in getting some instruction started in this field. I waited until Professor Curti had finished a rather long story and then I told him that I had already taken initial steps in doing precisely what he was recommending and that you had been invited to give such a course in the 1940 Summer Session.

This was something of a surprise to Professor Curti, but he seemed to be very much pleased except, perhaps, for the fact that he had hoped Dr. Posner might be asked to give the course. It seems from all that Professor Curti and Dr. Buck say about Dr. Posner that he must be a superior person, but I am still very much of the opinion that there is no one in

this country who is in a position to do what needs to be done quite as well as you are. I am indeed aware that a certain group of archivists are more than a little touchy about sharing their interests with the librarians. If I am not mistaken, our friend Dr. Paltsits is one of them. However, I do not think any of these people can or will raise any question about your standing among the archivists. Moreover, as an ex-librarian, you are in a position to do exactly what it seems to me needs to be done at this moment.

I am quite in accord with the view which you express in the first paragraph of the description of your proposed course. It may well be that there is something in what Dr. Buck says in the beginning of his paragraph second from the last. I am far from wishing to make any suggestions as to what your course should include, for I know well enough that you are much better informed on all aspects of the problem than I am.

I sincerely hope that Miss Rogers' further consultation with the State Library Board will open the way for this course. It is now tentatively scheduled in our Summer Session program and included in the budget. Of course, I do not know your local situation, but I cannot imagine that outside of Springfield anybody would see why your internship should bar you from giving such a survey course here next summer.

The description seems to me to be excellent, and I will use the whole thing in our complete announcement. This year the Director of the Summer Session is insisting that in the general catalog we confine our descriptions to six lines. For that purpose, I will probably think it sufficient to use your first paragraph.

Sincerely yours

Dean

CCW/ML

COPY

THE NATIONAL ARCHIVES
Washington, D.C.

Office of the
Director of Publications

Unofficial

November 3, 1939

Dr. Charles C. Williamson, Dean
School of Library Service
Columbia University
New York City

Dear Dr. Williamson:

A few days ago Dr. Ernst Posner, the German archivist who is serving this year as a lecturer at American University, told me that he had discussed with Dr. Merle Curti, of Teachers College, the possibility of his (Posner's) giving a sort of elementary course on archives at the summer session at Teachers College. He said that in Germany great reliance was placed upon teachers in the communities where no regularly established archival agency existed in the matter of looking after the preservation of archival materials and other historical manuscripts and that selected teachers were officially designated as guardians of archives.

I told him that, in my opinion, we could not as a rule count on public school teachers to function effectively in this respect in the United States, because most of them remain only a few years in a given community and have no roots in the places where they teach. I said further that I thought that the function of guarding archival material and historical manuscript could be better performed in this country by the local librarians, and I suggested that such a course as he had in mind might better be given in the Library School rather than in Teachers College, though perhaps it might be open to students from both schools.

Yesterday he told me that he had had some correspondence with you following my suggestions and that you had some plans for giving archives work in the summer session of the Library School, but that you seemed to feel that he probably did not know enough about American conditions and especially American library work to be able to give the course satisfactorily. He did not ask me to write to you, but I felt impelled to tell you that it is my conviction that, despite his limitations in these respects, he would be able to give a very valuable course to librarians and library students.

I have been continually surprised by Posner's adaptability and his range of knowledge and information. He speaks English very well and is an effective lecturer and teacher. Last spring, while he was awaiting permission to come to the United States, he spent some time in Sweden and there delivered three lectures on modern archives administration, one of which dealt with the history and administration of archives in the United States. Deriving his knowledge of the subject from published material and from a visit to this

country the previous year, he made a very important contribution. The three lectures are being published in German in Sweden and I have had an English translation made of the one concerning the United States with a view to having it issued ultimately in this country in English. He is cooperating with me at present in teaching a course offered jointly by The National Archives and American University on the history and administration of archives, which is much the same as the course that I gave at Columbia University last year. He is making very valuable contributions to this course and at the same time he is learning a great deal about the special features of archival problems in this country and about related matters. I believe that by the end of the year, he will know about as much about American archival problems as does anyone else in this country.

The work of the Historical Records Survey is giving us a tremendous fund of information concerning local archives and manuscript collections in this country. But, as was pointed out by Mr. Hyde in his paper on "The Integration of Work with Archives and Historical Manuscripts" in the Library Journal for July, 1939, unless some program for continuous supervision or guardianship is developed, the data assembled will soon be out of date and the situation may revert to about what it was before the Historical Records Survey began its work.

It seems to me that what is needed is not so much the collection, arrangement, and servicing of archival and manuscript material by libraries as the maintenance of an information service by them concerning such materials in public and other repositories in the community and a more or less continuous propaganda effort to see that such materials are not destroyed or mistreated. It seems to me that Dr. Posner, with his wide experience in archives work and in the teaching of archives administration, could develop his ideas along the lines I have just indicated and could also give valuable instructions concerning the organizing, cataloging, and servicing of archival and manuscript collections, despite his lack of knowledge of the details of library administration in this country. Such materials are so different in character from printed books that they should receive entirely different treatment, and the failure of many libraries to deal with manuscript material effectively has been due, I believe, to their attempt to apply to such materials methods intended for book collections.

I trust that you will forgive me for writing you at such length. This letter has unexpectedly grown into an essay, but the development of what we might call "archives consciousness" -- a sense of responsibility toward these unique records of the activities of our communities and their people -- is a matter in which I am very greatly interested.

Sincerely yours,

(Signed) Solon J. Buck

13 November 1939

Dr. Charles C. Williamson
School of Library Service
Columbia University
New York City, N. Y.

Dear Dr. Williamson:

Dr. Posner seems to have made a very fine impression among the archivists who have met him. I have barely met him and had no opportunity to exchange more than a "how do you do".

His friends in Washington seem to be trying very hard to get him located with some university. Unquestionably, he is more familar with the European situation than any one else in this country, and I wish he could give the survey lectures on that subject. Whether any foreigner, especially one accustomed to idealology of highly centralized states fully grasps the signifance of the democratic implication with respect to American Archives, I do not know. In talking with foreign archivists, whom I have met, they have a way of saying, "of course, we get those records - that is the law". This I think is a result of the European monarchial idea that the archives are the personal property of the sovereign, who may make any disposition of them by law which the central government sees fit; as opposed to the democratic idea that all records are public records and belong to the community which created them, not to the central government. However, I would be very glad to step out of the picture if by doing so Dr. Posner might be placed, for I have a job and he does not.

So far as I know, I have not met Professor Curti. He may not know any more about me than I know about him.

I am not sure that librarians are the persons to carry on the torch for the preservation of archives. In England a course on archival administration is now a part of library school work, I understand, and English librarians do cooperate with the persons interested in the preservation of archives. It seems to me that the Bar is the proper organization here to concern itself with archives. I have been hoping for great things along this line from the American Legal History Society. I have not, as yet, done any writing although I have thought quite a bit about the course. I will certainly take Dr. Buck's suggestions under consideration.

You know, of course, that Dr. Buck gave a seminar on archives in the graduate history department at Columbia a year

13 November 1939

ago. I do not know why it was discontinued. I assume for the same reason that you are contemplating giving the course on archives once as an experimental course. I have heard indirectly that Dr. Buck was disappointed that he was not invited to repeat the course this year. I do not know how true that is, however.

The last letter which I had from Professor Gottschalk of the University of Chicago indicated that no graduate history students are expected to apply for an archival interneship here this year. I have not heard as to whether there will be any applicants from the graduate library school. Such being the case, I am hoping that our library board would approve of my leave of absence. I think the thing they are hesitating about is the fact that 1940 being a political year it may be desirable to have all persons in key places on the job. Miss Rogers expected to discuss this with a portion of the board this last weekend, but I have not been able to see her since she returned.

In case you wish my academic biography for the catalog, I wish to call your attention to the fact that the data given in Who's Who Among Librarians is inaccurate. I have the following degrees: Ph.B. Chicago 1913; M.A. Chicago 1914; B.L.S. New York State Library School 1915. My experience is as follows: Cataloger, Vassar College Library 1915-1918; Manuscript assistant, Indiana State Library 1918-1920; Cataloger, Missouri State Historical Society 1920-1922; Chief, Archives Division, Illinois State Library 1922 to date.

As I said before, if on further studying Dr. Posner's qualifications you think he is the proper person to give this course which you contemplate, I will be very glad to have you reconsider your invitation to me.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

Columbia University
in the City of New York
SCHOOL OF LIBRARY SERVICE

November 15th, 1939

Miss Margaret C. Norton
Superintendent, Archives Division
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I sent you Dr. Buck's letter because I wanted you to know the whole picture. Dr. Posner may be all that Dr. Buck, Professor Curti and others say he is, but nevertheless, I do not think he is in a position to do the thing which I believe needs to be done now. Even if you should not be able to go ahead with the course, I would hesitate to ask Dr. Posner to give a course in the School of Library Service this coming summer.

I know quite a lot about Dr. Buck's course, having had many conferences with the executive officer of the History Department before he was invited to give it. I know more or less about the reasons why it was discontinued, and I will tell you sometime just what I do know, but perhaps I should not attempt to set it all down in a letter.

I do hope that neither the political situation or any other exigency will make it too difficult or impossible for you to be away from Springfield for six weeks next summer.

Sincerely yours,

Carleton Beals

CCW/ML

28 November 1939

Dr. Charles C. Williamson
School of Library Service
Columbia University
New York City, N. Y.

Dear Dr. Williamson:

Our Illinois State Library Advisory Board has not yet held a meeting, so no action has been taken on my leave of absence. However, I am assuming that there will be no difficulty in this matter, and I think it would be alright for you to list the course.

The only thing which I can see which might interfere would be the fact that the equipment for some of the vaults, which is now being ordered, may not arrive in time for all of the records to be brought into the building before I leave. However, I believe that the preliminary negotiations and approval of records will be finished at that time.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

Columbia University
in the City of New York
SCHOOL OF LIBRARY SERVICE

November 30th, 1939

Miss Margaret C. Norton, Superintendent
Archives Division
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I am very happy indeed to have this matter settled in this way. We will go ahead with the announcement and other details, but I will withhold general publicity until the formalities are complied with. I suppose it would not be desirable for members of your Illinois State Library Advisory Board to see any statement about such a course until they have formally approved.

Sincerely yours

C. C. Williamson
Dean

CCW/MD

18 December 1939

Dr. C. C. Williamson
Dean
School of Library Service
Columbia University
New York City, N. Y.

Dear Dr. Williamson:

Authorization has at last been given me for a leave of absence to teach the course on archives at Columbia University. Inasmuch as the policy here is to require persons taking a leave of absence to forfeit their pay for the period of their leave, it is necessary for me to be rather mercenary with Columbia. Therefore, before I finally accept I should like to know what your best offer can be.

Can you give me some idea as to probable expenses. I should want a private hotel room with bath. I do not think I would care to take a furnished apartment for the summer, nor to go into a dormitory.

I am working on the bibliography for the course, and presume that Columbia already has most of the books and periodicals which I shall refer. There is comparatively little material in English. I will send you a list of the basic books in ample time for the University to order them. Next week I expect to attend the meeting of the American Historical Association in Washington. I do not suppose you would be apt to be in Washington at that time, but if you should be I shall be at the headquarters hotel, the Mayflower on Thursday, Friday and Saturday.

In the meantime, I extend to you best wishes for the holiday season.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

MCN AR

Superintendent

Columbia University
in the City of New York
SCHOOL OF LIBRARY SERVICE

December 22nd, 1939

Miss Margaret C. Norton, Superintendent
Archives Division
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I am very much pleased that your leave has finally received official sanction. I think I told you that we might possibly be able to stretch the compensation to $500, and that was done. If you were giving two courses, which is considered full-time work, the normal salary would probably have been $700. I felt, however, that we ought to pay you more than we ordinarily do a person who gives only one course, in the first place because you are working up a new course, and in the second place, of course, your expenses are just the same. I sincerely hope that this does not mean you will have to sacrifice income.

It is difficult for me to estimate expenses. Much depends, of course, upon what kind of accommodations you choose. My first recommendation would be the King's Crown Hotel, which is University property although managed by the Knott Hotel Corporation. It is just on the edge of the campus. Miss Helen Haines of Pasadena and Miss Effie Power, formerly of the Cleveland Public Library, have lived there summer after summer and like it very much. I am not sure what they pay. At various times when I have lived there I paid $21 a week for board and room, but rates may be different now.

Some of the summer session instructors live in Johnson Hall, a large residence hall for graduate women. I think it is pretty satisfactory, but it is after all what you might call a dormitory. It is always possible to secure pleasant accommodations in private apartments. It frequently happens that members of our own Faculty who are not teaching in the summer like to sublet their apartment. If you are interested in that, I could make inquiries.

Unfortunately I have to be in Chicago next week to attend the meetings of the American Library Association and other associations. I wish I could be in Washington.

Wishing you a Merry Christmas and a Happy New York, I am

Sincerely yours

C. C. Williamson

Dean

CCW/ML

3 January 1940

Dr. C. Williamson
School of Library Service
Columbia University
New York City, N. Y.

Dear Dr. Williamson:

It was very fine of you to make the exception in my case to give me the five hundred dollars for the course and I appreciate this. I also appreciate your suggestions as to living quarters. It is quite ppobable that I shall stay at the King's Crown Hotel, because I do not care for the responsibility of an apartment nor do I care to live in a dormitory.

Miss Rogers tells me that she saw you in Chicago, and discussed various matters with you in relation to the course.

While I was in Washington, I discussed the course with a number of archivists and historians. I had expected that there might be some feeling that such a course does not belong in the Library School. However, when I explained that our purpose is not to train archivists for state or national archival establishments, but to interest librarians in doing something towards the preservation of local archives and in showing them how to handle any such archives that might come their way, these archivists became very enthusiastic. I am working on the course, but do not as yet have very tangible plans for specific portions of it.

Needless to say, I am looking forward to this experiment and to being in New York this Summer.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

Columbia University
in the City of New York
SCHOOL OF LIBRARY SERVICE

January 9th, 1940

Miss Margaret C. Norton, Superintendent
Archives Division
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I had a very pleasant talk with Miss Rogers at Chicago, and now I am glad to have your letter of January 3rd. Undoubtedly it is wise to disarm the highly professionalized archivists by emphasizing the fact that your course is designed to appeal to librarians. Nevertheless, I feel sure there is no course in sight anywhere at the present time that would be more valuable for a person with the proper background who is setting out to fit himself as an archivist. We shall probably scrutinize very carefully all applications from persons who are not librarians by training or experience. At the same time, I do think we might well admit selected applicants who have a suitable background in archival work or in the use of archives, as students of political science or history.

If you do not succeed in making satisfactory arrangements with the King's Crown Hotel and need advice or assistance of any kind in this connection, please do not hesitate to let us know.

Sincerely yours

C. C. Williamson

Dean

CCW/mD

SCHOOL OF LIBRARY SERVICE
COLUMBIA UNIVERSITY

The School of Library Service, Columbia University, announces a new course on American archival organization and practice, to be given the first time in the 1940 Summer Session, by Miss Margaret E. Norton, Archivist of the Illinois State Library, Springfield, Illinois. The course will provide a survey of American practice in the administration of archives and is designed as a general introduction to the field for students who contemplate taking up archival work as a career, as well as for librarians and others who are actually responsible for archival collections.

The lectures and discussions will deal with the philosophy of archives; the major archival institutions of the world; public documents as archives; archival legislation; the service of the archivist to the public and to officials; the archivist and the librarian; the care of archives, including such topics as accessioning, classification, cataloging, authentication, binding and repair, building and equipment, pests, rules and regulations; reproduction by photographic and other processes for official and other purposes; the destruction and reduction of records; local archives; bibliographical and other reference tools.

Students expecting to specialize in the archival field should supplement this course by advanced graduate work in history and political science, especially historical method and bibliography, and by courses in the history of manuscripts and books, bibliographical methods, reference work, public documents, etc.

Miss Norton is exceptionally well qualified by training and experience to give such a course. After taking a Master's degree at the University of Chicago, she studied for a year at the New York State Library School. Her archival work was begun in the manuscript department of the Indiana State Library and she later served on the staff of the Missouri State Historical Society. Since 1932 she has been Chief of the Archives Division of the Illinois State Library.

February, 1940.

6 March 1940

Dr. Charles Williamson
Dean
School of Library Service
Columbia University
New York City, N. Y.

Dear Dr. Williamson:

Sometime ago I promised you a list of books which would be used in connection with the course on Archives. Here is the list. Fortunately most of the literature in English has appeared in library publications which you doubtless have. The literature on archives is scanty and not particularly important individually. That is, it comprises short articles chiefly. Those books, which I have starred, I would like to have you make an effort to obtain, if you do not already have them. Those not starred I can do without, although they would be useful. Inasmuch as these library publications are likely to be in demand for other courses, I think it probable that I shall give out comparatively little reading of the various topics which I discuss, but shall request the student to do seminar papers on American and foreign archival establishments, bringing out a number of the points which I shall want them to report upon and which I have discussed in my lectures. This will, I believe, somewhat relieve any library congestion.

In the very nice announcement which you have made, there is one slight error. You stated that I had studied for a year at the New York State Library School. In my days one worked two years for the B.L.S. degree. I finished my Master's degree in summer school between the first and second years of library school, which accounts for the error, since I took the second degree in consecutive years. This is not important, but I thought I would call your attention to it in case you had occasion to make further statements in the matter.

I have made tentative arrangements with the King's Crown Hotel to live there during the Summer term. About how soon before the opening of the classes do you wish me to report at the school?

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

Columbia University
in the City of New York
SCHOOL OF LIBRARY SERVICE

March 8th, 1940

Miss Margaret C. Norton
Superintendent of Archives Division
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I am exceedingly sorry that we made that slip in the publicity statement. It seems to have been my fault entirely. We will make correction and amends at the first opportunity.

I am asking Mrs. Hausdorfer, the librarian of the School of Library Service Library, to check your list and see that all of this material is available for the use of your students. Most of it I feel sure we already have.

Sincerely yours

Dean

CCW/MD

28 March 1940

Dr. C. C. Williamson
Dean
School of Library Service
Columbia University
New York City, N. Y.

Dear Dr. Williamson:

Could you loan me a sample syllabus which I could use in compiling mine for the course on Archives? The course is beginning to take form now, though I am somewhat dubious about being able to complete the syllabus by June 1st deadline. I will try, however, to do this. It is quite likely that the actual lectures will not be written until I have got to New York and have sized up the students. I have heard that at least one archivist, an assistant in the Louisiana State University, will be in attendance.

I do not think there will be any need for a requisition for individual copies of material, ordinarily supplied gratis by publishers. I assume that the Library is getting, for our use, copies of the Reports mentioned in the bibliography which I sent you several weeks ago. One copy of each will be sufficient.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

Columbia University
in the City of New York

SCHOOL OF LIBRARY SERVICE

April 5th, 1940

Miss Margaret C. Norton
Superintendent of Archives Division
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I have been delayed in replying to your letter of March 28th by rather fruitless checking through our lists for something in the way of syllabi and mimeographed outlines that I felt would be of any real use to you, and now I really find nothing that will do more than give you the physical set-up.

It would be splendid to have a real syllabus even for the first year, but you may find it more practicable merely to prepare outlines in the beginning. Mr. Price produced a full-fledged syllabus for his course in Law Library Administration the very first summer, but most others who start a new course find that they want the experience of giving it once before they try to cast it in the form of a syllabus.

Two typical syllabi and three less pretentious outlines are going to you in separate cover.

Sincerely yours

C. C. Williamson
Dean

CCW/MD

12 April 1940

Dr. Charles Williamson
Dean
School of Library Service
Columbia University
New York City, N. Y.

Dear Dr. Williamson:

Thank you very much for the copies of the syllabi. I had seen a copy of the one on the History of Books and feared that I was expected to produce something as elaborate as that. I believe, however, that I will be able to prepare, for mimeographing, a simple outline of the course with bibliographical references.

The course is beginning to shape itself in my mind and I believe I shall be able to make it more practical than I had first feared I could.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

17 April 1940

Dr. Charles C. Williamson
Dean
School of Library Service
Columbia University
New York City, N. Y.

Dear Dr. Williamson:

What is the policy of the School in relation to borrowing films for class use? In the March 1940 ALA Bulletin, pages 195 and 196, there are several films mentioned which can be borrowed free. These would be of great interest to my class in Archives. One is called the World of Paper and is offered by the General Electric Company, Visual Instruction Section. This is a brief pictorial history of the arts of writing, printing, and paper making. Either one of the other two, Short Course in Paper Making by P. H. Glatfelter Company or The Voice of Business by the Hammermsith Paper Company, both dealing with paper, would also be of interest. Archival students should know as much as possible about paper and these three films are exactly what I need. They might be of interest also to other students of the school. The use of these would come about mid-way in the course. Would it be possible for the school to arrange for borrowing these, or would it be alright for me to do this directly? Here, all such matters are taken care of centrally, and I presume they are at Columbia. Do you have projectors and operators?

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

Columbia University
in the City of New York

SCHOOL OF LIBRARY SERVICE

April 20th, 1940

Miss Margaret C. Norton
Superintendent, Archives Division
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

We shall be glad to attend to the borrowing of the films mentioned in your letter of April 17th. We do have projectors and can provide operators for 16 mm. film. Unfortunately we do not have a projector for 35 mm. I suppose the list in the A.L.A. Bulletin gives the type of film, but a copy is not at hand and I have not yet looked it up.

Sincerely yours

Dean

CCW/MD

27 May 1940

Dr. Charles C. Williamson
Dean
School of Library Service
Columbia University
New York City, N. Y.

Dear Dr. Williamson:

Miss Norton regrets that she will be unable to have the syllabus for the Archives Course finished by June 1st. A large amount of unexpected work requiring much overtime has prevented the completion of this syllabus.

Miss Norton will be out of the city, on business, for two weeks, but plans to have the syllabus for the Archives Course in by the 15th of June.

Very truly yours,

Secretary to
Margaret C. Norton

AR

Columbia University
in the City of New York
SCHOOL OF LIBRARY SERVICE

June 7th, 1940

Miss Margaret C. Norton
Archives Division
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Miss Reeder's note of May 27th was duly received. Thank you for letting us know about the delay with your syllabus. The office will make every effort to have it ready for class use even though you were not able to get copy to us by the first of June.

Sincerely yours

C C Williamson
Dean

CCW/MD

June 14, 1940

Dr. Charles Williamson, Director
School of Library Service
Columbia University
New York, N.Y.

Dear Dr. Williamson:

The past six weeks have shown me how impracticable it is for an executive to undertake outside work. Although I had carefully planned my work so that I should have nothing extra at hand just before leaving for New York, the past few weeks have been a nightmare of unexpected business trips and extra work which gave me no free time to work on my syllabus. I assure you that I seldom ask for more time in a case like this.

Here is the first part of the syllabus. I was unable to finish the second part today, but as this will simply be a bibliography on the archives establishments of the world, on which the course will necessarily touch but lightly, it is unnecessary to have it mimeographed before the beginning of the course. Of course such a bibliography should be appended for the benefit of students wishing to pursue their reading further. In the few months I have had to work on the course, I have been unable to prepare as selective bibliography, hence the length of this one. The amount of required reading looks excessive, but I shall explain to the students that much of it can be skimmed. The trouble with archival reading is that one has to look through a mass of material for a few pertinent paragraphs.

When do you think I should report at Columbia? My chief is anxious to have me work through the week of July 6 if possible because of certain things which are coming up that week. It seems impossible for me to arrive in New York Sunday and be ready to teach an 8:30 class in a new environment on Monday. I would appreciate a statement from you with respect to time of arrival so that I can show it to Miss Rogers. Is the Library School office to be open the Saturday afternoon before school starts?

I have made reservations at the Kings Crown Hotel for my Mother and myself, and you can get in touch with me there if need be (that is, if I don't get in until Sunday.)

Sincerely,

THE COMPANY WILL APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE 1201-S

CLASS OF SERVICE

This is a full-rate Telegram or Cablegram unless its deferred character is indicated by a suitable symbol above or preceding the address.

WESTERN UNION

328P

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NM = Night Message
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LC = Deferred Cable
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NG54 36 DL 1 EXTRA=NCU NEWYORK NY 26 310P

MISS MARGARET NORTON, ARCHIVES DIVN=

ILLS STATE LIBRARY=

BECAUSE OF LATENESS AND LENGTH OF BIBLIOGRAPHY IMPOSSIBLE TO MIMEOGRAPH IN FULL. WOULD LIKE TO MIMEOGRAPH STARRED ITEMS ONLY PLACING FULL LIST IN BINDER ON DESK FOR STUDENT TO CONSULT IF NOT SATISFACTORY WIRE COLLECT=

C C WILLIAMSON SCHOOL OF LIBRARY SERVICE COLUMBIA=

STARRED.

THERE IS NO DEPENDABLE SUBSTITUTE FOR WESTERN UNION TIME

27 June 1940

Dean Charles C. Williamson
School of Library Service
Columbia University
New York City, N. Y.

Dear Dr. Williamson:

It will be perfectly satisfactory to have the bibliography mimeographed in short form. There are a number of references which I did not have time or material to check, and these should really be checked before anything of the sort is mimeographed. Also, I was unable to prepare the second part of the bibliography. My thought in preparing this bibliography was that certain students have indicated to me that they expected to make a profession of archival work and that they might want to continue their reading after the finish of their course. I had intended to condense this quite materially for class work, but did not have time to do it. I think it will be a good idea to have the full list in a binder, accessible for the students. I may not have starred everything I should have and, at any rate, it will be perfectly possible for me to discuss the bibliography in the class.

Arrangements have been made for my leave of absence to start July 1st with the understanding that I will stay here until certain matters pending have been taken care of. Unless something unexpected happens, I think I will be able to leave here by the fourth or fifth at the latest, and I will report at the office on arrival.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Margaret C. Norton

Superintendent

MCN AR

Week 1 Introduction : Archives of the World

~~Introduction~~

I. Introduction. Scope of Course ; Archives and Libraries ; Archives and Historical Manuscripts Collections

II. Training of Archivists

III. Principal Archives of Europe

IV. Principal Archives of the Americas

V. The National Archives

Week 2. Philosophy of Archives

VI Philosophy of Archives

VII Organization of an Archives Department : Legislation

VIII Program for an Archives Department : Preliminary Steps ; ~~Relations with Other~~ Approaches Officials

IX. The Inventory

X. Examination of Sample Inventories

Week 3. Preparation for Use

XI. Classification of Archives : Departments

XII. Classification ; Series

XIII. Filing

XIV. Cataloging

XV. Calendars ; Indexes

Week 4. Physical Protection of Archives

XVI. Materials : ~~Paper~~ Parchment, Papyrus, Clay + Wax Tablets, etc.

XVII ~~Paper~~ Materials ; Paper

XVIII Materials : Ink

XIX. Buildings and Equipment

XX.

Columbia University
School of Library Service
1940-1941

Library Service s152
Margaret C. Norton

FINAL EXAMINATION

The following questions are based upon the student's reading. Quality rather than quantity will be the basis for grading. Do not spend more than fifteen minutes on each question unless some other question required less than that time.

1. Describe briefly the processes for flattening and repairing parchment.

2. With what subjects and institutions do you associate the following names?

   a. L. Bendikson

   b. Robert C. Binkley

   c. Eugenio Casanova

   d. Arthur H. Cole

   e. Robert Connor

   f. D. Cockerell

   g. Luther H. Evans

   h. J.A. Feith

   i. Herman Fussler

   j. M.S. Giuseppi

   k. G.H. Fowler

   l. Roscoe R. Hill

   m. R.B. Haselden

   n. Dard Hunter

   o. Hilary Jenkinson (aside from his Manual)

   p. Arthur Kimberly

   q. H.O. Meisner

   r. C. Ainsworth Mitchell

   s. Grace Lee Nute

   t. A.S. Osborn

   u. B.W. Scribner

   v. M.L. Raney

   w. John Russell

2. (Continued)

   x. Victor H. Paltsits

   y. O. Schluttig, O.

   z. Vernon D. Tate

3. What types of lists, records of procedure, etc. does the archivist himself produce?

4. Define very briefly the following terms:

   a. Artificial entry

   b. Calendar

   c. Diplomatics

   d. Evidence

   e. Finding media

   f. Fonds

   g. Holograph

   h. Operational files

   i. Inventory

   j. Packing

   k. Repository

   l. Palaeography

   m. Reduction of records.

TRAINING OF ARCHIVISTS--CORRESPONDENCE, 1937-1941; 1943

The National Archives
Washington, D. C.

OFFICE OF THE
DIRECTOR OF PUBLICATIONS

April 16, 1938

Miss Margaret C. Norton
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Your letter of March 17 was duly received and much appreciated. I have not replied to it heretofore, however, because I wanted to wait until I could make a definite statement regarding the Columbia project. I have now been appointed Visiting Professor of Archives Administration at Columbia and expect to give one course on Saturday mornings and to supervise the work of the students who want to train themselves to become archivists.

The accompanying sheet contains the announcements that are to appear in the catalog issued by the faculty of Political Science. The first paragraph will appear among the introductory notes and the course will be scheduled in the History Department.

I hope you are planning to attend the Mississippi Valley Historical Association meeting in Indianapolis. If so, we can doubtless get together there and talk these matters over.

Sincerely yours,

Solon J. Buck

Solon J. Buck

SJB:edf

TRAINING OF ARCHIVISTS

The National Archives at Washington offers to a limited number of suitably prepared students opportunities for advanced study of archival problems and archival administration. Candidates for the doctorate in the Faculty of Political Science desiring to prepare themselves to take advantage of these opportunities should register for History 139-140 and consult with the instructor thereof concerning their programs of study.

History 139-140—Archives and Historical Manuscripts. 3 points each session. Professor Buck.

S., 11-12:50.

A study of the character, significance, and use of archival and other manuscript materials, of European and American practices in the administration of collections of such materials, and of the principles of archival economy with special reference to the problems of American archivists.

April 26, 1938

Dr. Solon J. Buck
Director of Publications
The National Archives
Washington, D.C.

Dear Dr. Buck:

Thank you very much for the outline of your proposed course on archival economy and congratulations upon being the first to give such a course in a university. I shall be very much interested in the results of your experience and in the methods used. The last I heard from Dr. Pease he said he had been too much "under the weather" this winter to push the subject at Illinois. I cannot find that he has been ill, but he certainly has been a very busy man. I have been too busy myself this winter to think about the subject. Certainly we shall be unable at this late date to plan anything for this coming academic year, and I rather look for the matter to be dropped here. Entre nous, the Library School looks with favor upon establishing a course under its aegis, but when I came to familiarize myself with its curriculum I had grave doubts about fitting it in. Columbia does did scholarly courses on the history of books and manuscripts and some other phases of work which I think should be included in the curriculum. Dr. Pierce Butler of Chicago could give some of the work we want. I rather question if the Illinois school does or can do it. On the other hand, it does seem to me that the proximity of Urbana to Springfield and our organization and equipment here which is more analogous to the sort of records a state archivist would hand than the National Archives, and above all, a man so superbly qualified to teach certain phases of the work as Dr. Pease, gives a wonderful opportunity for archival training in Illinois. Personally I loathe teaching so I do not care one way or the other for myself.

I had hoped to be able to get to [illegible]polis for at least one day of the MVHA but our moving is just at the stage where I hate to be away. I have just finished untangling 200 drawers which got in wrong because I was busy elsewhere, and I hate not to be on hand. I wish you could come on over here from Indianapolis. Cannot you? If you do, don't try to get into the Archives Building without phoning me first because the watchman will probably turn you back. Please remember me to all my friends in I. and in Washington.

Sincerely,

December 10, 1938

Professor Louis Gottschalk
Department of History
University of Chicago
Chicago, Illinois.

Dear Mr. Gottschalk:

In pursuance to your request I am enclosing a memorandum on the subject of an archival training class. This includes a copy of the report of the Society of American Archivists Committee on Archival Training (report not acted upon by the Council of the Society and so to be considered as unofficial), a copy of our proposed curriculum for the technical side of archival training, and some reflections upon various aspects of the training of an archivist.

You will of course understand that this memorandum is unofficial, containing views for which I alone am responsible, and that this does not take the form of a proposal from the Archives Division for the University of Chicago to cooperate in establishing such a class. Any proposition would have to be made by the University to the Secretary of State who would then work out any form of cooperation he might see fit or reject the proposition in its entirety.

Personally I would like to see a course in archival training worked out by my own Alma Mater and to have the opportunity to make such personal contributions to its success that I could. Mr. Hughes has been ill for several weeks and I had had no opportunity to sound him out as to what he thinks as to the location for the school.

We very much enjoyed having you visit Springfield and all regret that the horrid weather limited your audience. Please remember me to my old friends in the History Department.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

December 10, 1938

ARCHIVAL TRAINING

The Archives Division of the Illinois State Library, like other archival institutions, has been handicapped in its efforts to place its staff upon a professional basis because there are neither recognized standards for qualifications nor technical schools. The Committee on Archival Training of the Society of American Archivists made its first tentative report in October of this year. Dr. Solon J. Buck of the National Archives is conducting an experimental seminar this current academic year at Columbia.

The present Secretary of State of Illinois, the Honorable Edward J. Hughes, under whom the Archives Division functions, is sympathetic towards the establishment of an archival training course to be given at some university in Illinois with which the State Archives Division could cooperate. Such cooperation would presumably take the form of permitting its professional staff to participate in the teaching and to give practice or internship privileges to a limited number of students each year. Any travel or other expenses incidental to that teaching would of course have to be borne by the university, but the professional time lost would be repaid to the State through this apprenticeship work. No promises, implied or implicit could be made to give employment to graduates of such a course nor are there any funds available for paying students as extra help.

Several years ago the State Archivist submitted to Secretary Hughes a draft outline for training in archival technique. This outline was based upon the plan for a proposed manual on archival economy submitted to the American Historical Association by Dr. Victor H. Paltsits some years before. Much of the later discussion on archival training has centered about Miss Morton's proposed curriculum. It was published in the 1937 Proceedings of the American Library Association Committee on Public Documents.

In February 1937 Professor Theodore C. Pease of the University of Illinois History Department and a member of the Committee on Archival Training of the Society of American Archivists, called a conference of the Council on Social Sciences, the Director of the Library School and the State Archivist. This conference decided to study the feasibility of establishing an archival training class sponsored by the University of Illinois. Dr. Windsor, Director of the Library School, suggested that the placement problem for graduates might be lessened by broadening the base to include also training for curators of manuscripts in historical and research libraries. Since there is generally a close connection between the archival agency and the historical library and

much overlapping in technique, this seemed at the time to be a sensible suggestion.

The attempt to establish such a training course without a special appropriation meant trying to build the course around existing courses, admittedly far from ideal. As later worked out, it was planned to offer a course to doctoral students requiring as a prerequisite at least a Master's degree in History or Political Science. The students were to take only such parts of library courses as actually were applicable to archival work, the purely archival technique being given by the Archives staff. Unfortunately early discussions of the curriculum and the fact that parts of a number of library courses were involved, as well as the use of the same technical terms such as classification and cataloging for two quite different techniques - library and archives - led to erroneous conclusions and unfavorable criticism. The impression went out that the Illinois plan was to give an archival course as an alternative to the second year library school course, putting an undue emphasis upon craftsmanship rather than upon sound fundamental training in the social sciences.

These criticisms, the fact that the University of Illinois curriculum does not make satisfactory provisions for certain phases of the work, the impending retirement of Dr. Windsor and other factors seem to have discouraged the University of Illinois group and there seems no likelihood that anything will come of these proposals, especially if the University of Chicago should express an interest in taking up a similar project.

With the objectives of the Committee's report on archival training there can be little disagreement, but with the way those objectives are stated there is room for differences of opinion. The history of these preliminary steps toward archival training probably explains in large measure the emphasis placed upon historical scholarship and the somewhat disparaging remarks about the place of archival technique. One might conclude from the report that the ideal archivist is a scholar sitting in a remote ivory tower safeguarding records of interest only to the historian. In reality the archivist is at the very heart of his government and the archival establishment is a vital cog in its governmental machinery. Archives are legal records the loss of which might cause serious loss to citizens or the government.

The Illinois archivist has asked the chairman of the committee and other archivists whether, in view of the seminar course at Columbia there is a place for another archival course in the Middle West. The almost invariable reply has been that two courses would give valuable experimental value to future developments and that there may be a need for two types of archival training in this country. The National Archives staff is comprised of a number of specialists engaged in scholarly work of a limited range with little general administrative work. The state archivist, on the other hand, frequently is the whole establishment so far as professional work is concerned. He must train his subordinates in the mechanical details and by experiment determine the techniques for these details even if he does perform all the work himself. His functions are largely administrative rather than scholarly, though he also needs the technique of scholarship.

Overemphasis upon pure scholarship and contempt for administration is unfortunate for the archivist because his whole career is tied up with other officials who have either an inferiority complex towards or a contempt for,(or both) the academic outlook on life. I believe the report is aimed at the two types of archival work mentioned above - large institutions like the National Archives and the smaller state or local archives - rather than looking towards a distinction in training for the archivist and his assistants.

A functional approach to the training the archivist needs may be helpful.

Personal qualities for selection of students.

The archivist's duties in brief, are to collect archival material, to take precautions against its disintegration and loss, and to make it available for use. The first of these duties, that of collecting material is largely a matter of personality. The archivist needs to be primarily a man in whom other governmental officials have confidence, otherwise he will be seriously handicapped in his efforts to gather into the archives the records for which his colleagues consider themselves legally and morally responsible, no matter how poorly they themselves administer their archives The archivist must therefore be a good mixer and above all things he must avoid taking a holier than thou attitude. He must be above politics, not because he despises political methods, but because no government official will turn over records to a man who might abuse the power and opportunity the archivist has to withhold, destroy or tamper with the records of a political opponent. He must understand politics, however, for he must know how to win financial and moral support for his institution. Fundamntally, therefore, the archivist must be a person of acknowledged integrity, genial in personality and possessing tact and a cooperative spirit.

Next to integrity the personality trait to be looked for is a passion for order. A record lost is as useless as a record destroyed. It is here that training in methods of research is of value to the archivist. He is taught to do detailed work patiently and thoroughly, but he must be able to synchronize the results and not lose himself in petty details.

Training in the Social Sciences.

Political Science:

The archivist must be a profound student of his government. He must know its organization in all its ramifications historically and practically. He must be able to act as advisor to other officials and he must have the necessary knowledge to evaluate the legal implications of the documents within his charge. He must be familiar with the bibliography of political science.

Law:

The archivist does not need legal training but he will be working with lawyers and with laws and ability to use legal reasoning will add to his proficiency. As between a student with legal

training and one with a major in either History or Political Science the latter would probably be the better choice.

History:

Although the Committee puts an undue emphasis upon history in connection with archives, the student unquestionably should be well versed in historical method. While a large proportion of archival material has only remote historical interest, being primarily preserved because of its legal value, the archivist needs to know its historical background. The methodology of historical criticism is precisely the same as that used in identifying archival documents and for determining their date, authenticity and relation to other documents. A thorough knowledge of historical bibliography and the reference tools used by the historian is necessary to him.

If the archivist presents a history major for his doctorate he should minor in Political Science or vice versa. A thorough background in the bibliography of both subjects and in historical methodology are necessities.

Library Work:

Despite a regretable attitude of disparagemnt against the librarian for what some call over emphasis upon mechanical details, the archivist needs certain library techniques.

First of all, the archivist needs a working library for reference tools. He should know something of publishers, of standard references tools, of procedure for ordering and accessioning his library. He should know considerable about second hand book dealers and their ways; about where to go for commercial appraisals, etc. His books will need classification and cataloging and while he may have a librarian to take care of such matters, the selection of books will generally devolve upon him and quite likely the cataloging of them. The inability of the average college professor to cite a reference bibliographically correctly is notorious. The archivist needs a knowledge of accepted bibliographical practices and a library course in cataloging will do him no harm. Archival cataloging is based upon different principles than book cataloging, but many of the forms used are the same.

The physical protection of archives involves library practice. Methods of repair are similar and methods of binding the same, except that the archivist needs a greater knowledge of how to get de luxe bindings than does the average public librarian. Many of his housekeeping problems are the same - protection against pests, methods of cleaning and fumigation, etc.

Public documents both as archival and as reference material are important adjuncts to the archives. The archivist must have the strictest and most detailed course or courses in public archivas obtainable. The archivist who has wrestled with the problems inherent in the cataloging of public documents finds his experience invaluable in classifying archival material. The archivist must know the subject matter of public documents throughly.

~~In conclusion the training class for archivists should be limited~~

The student needs more training than is given in the average graduate school to problems of getting things into print. He should know something of the technique of seeing books through the press. Theses might well take the form of editorial work for the average archivist who does write books is more apt to edit manuscripts than to write history books. He should also be introduced to the subject of publicity - writing reports, preparing exhibits, relations to the press and radio, etc. Perhaps this is mere craftsmanship but it is what the archivist has to do on the job.

The organization of work at the University of Chicago in the Social Science Departments and the Graduate Library School is such that a training class in archives could be grafted onto existing courses with little reorganization of curriculum. The work should be basically looking towards the doctorate in History or Political Science. Such library technique as is required might be spread over all three years, amounting perhaps to a credit of three majors. How much much purely archival technique would have to be given by the archives staff would have to be worked out with the Library School. The Columbia seminar is a two hour seminar held each Saturday throughout the year, but how much of this work is a duplicate of or a substitute for work obtainable from the Columbia Library School I do not know. My guess is that a one hour course might be sufficient with what Dr. Butler can give. Some credit toward the degree should be given for the apprentice work at the Illinois Archives.

Margaret C. Norton
Superintendent
Archives Division
Illinois State Library

The University of Chicago

Department of History

December 17, 1938.

Dear Miss Norton,

I have received your communications of December 10. Many thanks for the pains you are taking in that connection. There are a few people I have there for whom I should like to get more definite reactions before. I hope to have something to report at the meeting of the A. H. A.

Sincerely yours,

Louis Gottschalk

January 5,
1939.

Prof. Louis Gottschalk,
Department of History,
University of Chicago,
Chicago, Illinois.

Dear Mr. Gottschalk:

Miss Rogers has a speaking appointment in Chicago next Monday noon. Would it be possible for us to consult with your group after four P.M. or sometime Tuesday. If this is inconvenient for you we will come up the next week. Please wire collect.

Sincerely

ILLINOIS STATE LIBRARY
Archives Division

MCN:MD

Superintendent

CLASS OF SERVICE

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MISS MARGARET C NORTON=

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The University of Chicago

Department of History

January 11, 1939

Miss Margaret C. Norton
State Archives
Springfield, Illinois

Dear Miss Norton:

Will you let me know if this is satisfactory? "As described above" in the fifth line refers to the material on the acquirement of the Ph.D. in the catalogue. Since this will be added toward the end of that material, there seems to be no need for repeating the details.

Sincerely yours,

Louis Gottschalk

Chairman

LG/a

The Department of History, in collaboration with the Illinois State Archives, offers an opportunity to interested and qualified students to prepare themselves for positions as archivists. Such students are expected to meet the requirements for the doctor's degree as described above. For written examination they will present two fields of American history; and for their preliminary oral examination, the third field of American history, the field of archives and bibliographical history in the Graduate Library School, and the field of public administration in the Political Science Department. Under the supervision of the archivist of the Illinois State Archives there is offered in Springfield, Illinois, annually in the spring an archival interneship. At a time subsequent to the passing of the written examination students in this work will be expected to take this interneship at Springfield. Their doctoral dissertations may but need not necessarily be on such subjects that the archives at Springfield will provide the chief sources of their studies. Upon completion of the interneship and the passing of the final doctoral examination, such students will be considered both by the State Archivist and the Department of History as especially qualified for archival work.

January 14,
1939.

Professor Louis Gottschalk, Chairman,
Department of History,
University of Chicago,
Chicago, Illinois.

Dear Mr. Gottschalk:

Miss Rogers and I have discussed your proposed statement in relation to the training of archivists. It seems to us that it would be more helpful to you to submit our own statement rather than to criticize in detail your wording for the University of Chicago announcement.

We do not like the use of the word "position" in your third line as a possible implication that the State Archives will guarantee positions to graduates. How would it do to word this "to prepare themselves for the profession of archivist"?

We would prefer that the last sentence be omitted since we can conceive of a Ph.D. who had completed these requirements and yet, for reasons of personality or other defect, not be considered "as especially qualified for archival work". Completion of these requirements would imply that without requiring the specific statement.

You will notice that we open the internship to students from any Illinois University. This seemed desirable from our point of view to avert possible criticism against a specific tie-up with a private institution. We do not anticipate that either Northwestern or Illinois will introduce archival training courses in competition with Chicago. Though not specifically stated it will be possible to give supplemental instruction in connection with the Library School field if that proves desirable.

Miss Rogers and I are both very appreciative of the cordial reception we received at the University and are happy over the cooperative spirit shown by all present.

Sincerely

ILLINOIS STATE LIBRARY
Archives Division

MGH:ED

Superintendent

Illinois State Library

January 14, 1939

ARCHIVES INTERNESHIPS

The Archives Division of the Illinois State Library will offer a limited number of three months' internships each spring. These internships are open to candidates for the Ph.D. degree in History or Political Science at an Illinois University upon recommendation of the respective thesis departments. Applicants must have completed not less than one half a year of resident work beyond the level of the Master's degree at a University accredited by the North Central Association of Colleges and Universities.

The following graduate courses or acceptable equivalents are prerequisites:

1. Historical methodology.

2. Historical bibliography, plus a working knowledge of common reference and bibliographical tools.

3. Public documents.

4. Theoretical courses on archival and manuscript curatorship and the history of archives and libraries equivalent to those offered by the Graduate Library School of the University of Chicago (or 6 semester hours).

Practical experience during the internship will be supplemented by lectures on archival technique and governmental organization.

No entrance or tuition fees will be charged the student and no salary paid by the State. Interns will be expected to conform to regulations and hours of work of the Illinois State Library of which the Archives is a Division.

Illinois State Library

ARCHIVES INTERNESHIPS

The Archives Division of the Illinois State Library will offer a limited number of three months' internships each spring. These internships are open to candidates for the Ph.D. degree in History or Political Science at an Illinois University upon recommendation of the respective thesis departments. Applicants must have completed not less than one half a year of resident work beyond the level of the Master's degree at a University accredited by the North Central Association of Colleges and Universities.

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Practical experience during the interneship will be supplemented by lectures on archival technique and governmental organization.

No entrance or tuition fees will be charged the student and no salary paid by the State. Internes will be expected to conform to regulations and hours of work of the Illinois State Library of which the Archives is a Division.

THE UNIVERSITY OF CHICAGO

Department of History

January 17, 1939.

Miss Margaret C. Norton, Superintendent
Illinois State Library
Springfield
Illinois

Dear Miss Norton:

I can see no objections to submitting the proposed announcement on "Archives Interneships" to the Department of History for its approval. I should like, however, to indicate that if we adopt this proposal for publication in our departmental announcement we ought to change the last sentence in the first paragraph. In our announcement there would be no need to say anything about accrediting by the North Central Association of Colleges and Universities, though that certainly ought to be included in your announcement.

Moreover, bu our system of graduate work there is no way of counting residence other than by payment of tuition; consequently, the requirement of "not less than half a year of resident work beyond the level of the Master's degree" has almost no meaning for us. I would suggest, therefore, that the last sentence in the first paragraph be made to read in our announcement; "Applicants from the Department of History in the University of Chicago must have passed their written qualifying test." That may enable some people to apply for admission into an interneship before they have spent a year and a half in the University graduate school but that would only be true of people who entered in the winter and spring quarters, and those would be very few; and you would probably be able to exclude them on other grounds if you wished to, though my assumption is that you would not wish to. They would not be likely, for example, to have fulfilled within only one year the four courses that you indicate as prerequisites.

In section 4 of the second paragraph we should have to omit from our announcement the phrase in parenthesis, "or six semester hours," since we do not count by semester hours.

There can be no objection, so far as I can now see, to your making the announcement as it now stands in your copy of January 14. However, to make

it conform more to our usual practice, in addition to the two changes in wording I have already indicated, it would be necessary for us to run it all together as one paragraph. Please let me know as soon as possible what you think of the changes I have indicated for our catalogue.

Sincerely

Louis Gottschalk-Chairman

January 23,
1939.

Mr. Louis Gottschalk, Chairman,
Department of History,
University of Chicago,
Chicago, Illinois.

Dear Mr. Gootschalk:

I have referred your letter of January 17, to Miss Rogers who returned it ot me through her secretary without comment. I have not had an opportunit y to discuss this with her as she has been out of the city. I feel sure that she approves as I do the suggestion that you have made with relation to the wording of the University's announcement.

We now wish if you are ready to make our announcement through our little monthly publication, "Illinois Libraries", and also through "The American Archivist", I suppose that our announcement in the "The American Archivist" should be supplemented by a more detailed explanation as to what the University of Chicago plans to do. In otherwords, you are planning as a part of the Doctoral work of the History Department to offer an optional field in Archival theory. We are merely cooperating by giving your students an opportunity to get practical training in technique and experience here. I think perhaps Mr. Butler and you with our announcement before you, write a paragraph with a descriptive joint offer and sent it to Prof. Theodore C. Pease, Editor at the University of Illinois. For our announcement in "Illinois Libraries" it will be wiser to stick rather closely to our announcement.

Sincerely

ILLINOIS STATE LIBRARY
Archives Division

Superintendent.

MCN:KD

THE UNIVERSITY OF CHICAGO
Department of History

January 24, 1939

Miss Margaret C. Norton, Superintendent
Illinois State Library
Archives Division
Springfield, Illinois.

Dear Miss Norton:

We are going to have a departmental meeting on January 31. At that time we shall discuss the addition to our catalogue announcement indicated on the enclosed page. If the Department approves (as I think it will) we may be able to get that into the catalogue announcements for 1939-40. All such additions, however, must have the consent of the Dean and until the Dean's consent is forthcoming I should prefer that no other announcement be made, whether through the Illinois Libraries or the American Archivist.

When it is all right to go ahead I shall let you know. I shall get in touch with Mr. Butler at that time and send to Professor Pease some such paragraph as you suggest.

Sincerely yours,

Louis Gottschalk
Chairman.

University of Chicago

ARCHIVES INTERNESHIPS.

The Archives Division of the Illinois State Library will offer a limited number of three months' internships each spring. These internships are open to candidates for the PH.D. degree in History or Political Science at an Illinois University upon recommendation of the respective thesis departments. Applicants from the Department of History in the University of Chicago must have passed the written qualifying test.

The following graduate courses or acceptable equivalents are prerequisites: (1) historical methodology (History 301 or 302); (2) historical bibliography, plus a working knowledge of common reference and bibliographical tools (History 406, 407, 408 or 409); (3) public documents (Political Science 351---and special problems, to be assigned by the instructor; (4) theoretical courses on archival and manuscript curatorship and the history of archives and libraries (see Announcement of Graduate Library School of the University of Chicago.)

Practical experience during the interneship will be supplemented by lectures on archival technique and governmental organization. No entrance or tuition fees will be charges the student and no salary paid by the State. Internes will be expected to conform to regulations and hours of work of the Illinois State Library of which the Archives is a division.

January 25,
1939.

Mr. Louis Gottschalk, Chairman,
Department of History,
University of Chicago,
Chicago, Illinois.

Dear Mr. Gottschalk:

I have referred your letter of January 17, to Miss Rogers who returned it to me through her secretary without comment. I have not had an opportunity to discuss this with her as she has been out ot the city. I feel sure that she approves as I do the suggestion that you have made with relation to the wording of the University's announcement.

We now wish if you are ready to make our announcement through our little monthly publication, "Illinois Libraries", and also through "The American Archivist", I suppose that our announcement in the "The American Archivist" should be supplemented by a more detailed explanation as to what the University of Chicago plans to do. In otherwords, you are planning as a part of the Doctoral work of the History Department to offer an optional field in Archival theory. We are merely cooperating by giving your students and opportunity to get practical training in technique and experience here. I think perhaps Mr. Butler and you with our announcement before you, might write a paragraph with a descriptive joint offer and send it t to Prof. Theodore C. Pease, Editor at the University of Illinois. For our announcement in "Illinois Libraries" it will be wiser to stick rather closely to our announcement.

Sincerely

ILLINOIS STATE LIBRARY
Archives Division

MCN:ED

Superintendtent

February 6,
1939.

Prof. Louis Gottschalk, Chairman,
Department of History,
University of Chicago,
Chicago, Illinois.

Dear Mr. Gottschalk:

I have not replied to your last letter because you were expecting to have a meeting of the Department of History in a few days. I was in Chicago for one day this week and hoped to talk to you over the phone, but did not. The announcement that you have prepared, I think states the requisitions outlined in our various conversations and letters. I expect to be in Washington the latter part of this month and if your Department has approved this announcement I should like to have your permission to discuss with Dr. Buck of The National Archives. Miss Rogers and I are attending a meeting of the Inter Bibliological and Library Association which meets there February 23, 24. At least one session is being devoted to archives.

Sincerely

ILLINOIS STATE LIBRARY
Archives Division

MCN:ED

Superintendent

3 November 1939

Professor Louis Gottschalk
Department of History
University of Chicago
Chicago, Illinois

Dear Mr. Gottschalk:

Miss Rogers asked me to drop you a line to ask whether any students have indicated a desire to take our Archives Internship this coming Spring? If you think we are to have any students, we are anxious to line up some speakers for certain phases of the work, and we would also like to know approximately what background the student will have had before coming. I assume that you may have some idea about whether anyone is interested by this time.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MON AR

Fellowship

The University of Chicago

Department of History

November 6, 1939

Miss Margaret C. Norton, Superintendent
Archives Division
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

So far as I know, no students have indicated a desire to take the Archives Interneships this coming spring.

That is rather disappointing but I think we ought to carry our announcements for another year or more. Only after a few years' trial can we be certain that there is no demand.

Sincerely yours,

Louis Gottschalk

340 E. 18th St.
New York, N.Y.
July 13, 1941

Miss Margaret C. Norton
Archives Division of the Illinois Sate Library
Springfield, Ill.

Dear Miss Norton:

I am a graduate student in history at the University of Chicago. I have completed all requirements for the Ph. D. but the dissertation. At present I am in New York working on my dissertation.

Recently I began to think about going into archival work. I wrote to Professor Gottschalk at Chicago about the archives internships given at Springfield. He suggested that I write you for details about the internship. I notice that I lack courses in public documents and archival curatorship. Could such deficiencies be overcome by private reading and work? Taking courses at the present time would be difficult. Further, could you tell me what employment opportunites exist after the completion of the internship?

If you could send me any other information relevant to the internship, I would be very grateful.

Yours truly,

Sidney S. Katz

July 23, 1941

Mr. Sidney S. Katz
340 East 18th Street
New York, N.Y.

Dear Mr. Katz:

The Illinois State Library is still accepting applications for internships in Archives to properly qualified graduate students upon recommendation of their professors. At the time these internships were first offered, there was no other institution offering training for archival work. Now, however, both the American University at Washington and Columbia University at New York offer courses in archives, and you may wish to consider them first.

The American University archival training courses are expected to be taken in connection with the doctoral studies, and deal rather more with background than with actual technique. I quote from their prospectus: "The program of study offered here is intended 1) to give practical training in the actual problems of archival administration, 2) to provide work in administrative history and in historical methods appropriate to modern history with particular reference to the United States, 3) to place the institutions and problems with which the archivist deals in their total setting...The program of archival training should be useful not merely to archivists but also to students of history who wish to become better acquainted with the nature and value of one of the main types of materials for historical research; and it should also assist teachers and librarians who are alive to the possibilities of establishing or improving local archives." Dr. Solon J. Buck, director of Publications at the National Archives, Washington, can give you further information about this course.

The course at Columbia was first given in 1940, in the School for Library Service. It is not being given this year, but will probably be repeated every two or three years if the demand for it is sufficient. I taught this course last year. Because of time limitations, discussion was

July 23, 1941

confined almost wholly to archival technique - the craftsmanship of the work.

An intern at the Illinois State Library would be expected to have the necessary background so far as it could be had at his university. The Columbia lectures would be repeated and he would be expected to do considerable outside reading, also to do regular staff work while here.

The course on manuscript curatorship is highly desirable, especially since so many archivists are also curators of historical societies and should know something of the history and techniques of caring for private papers as distinguished from archival collections. We have neither the books nor the illustrative manuscript materials here. Possibly you could work out a course of reading to be done in New York under the direction of Professor Pierce Butler of the University of Chicago.

A knowledge of public documents is essential to the archivist because the dividing line between printed and manuscript documents is a tenuous one. Since our Miss Skogh, chief of the General Reference Department of the State Library is one of the leading authorities on this subject, perhaps something could be worked out with her here.

You ask about the possibilities for employment after you had finished the internship. The Illinois State Library is under civil service. How soon a civil service examination would be given I could not say, as that would depend upon staff vacancies and whether or not there was a waiting list of persons who had qualified under the last examination. Unfortunately, we are in no position to assist interns in locating jobs other than by issuing recommendations upon the request of prospective employers. Archival work as a profession is so new in this country that the necessity for training is not always recognized, meaning that candidates must make room for themselves.

July 23, 1941

In general, I can say that temperament will determine to a certain extent how limited the employment field will be. If the student is interested chiefly in becoming an historian, and is seeking an alternative to teaching, he should try to get into the historical library field, which is somewhat limited in size. If, on the other hand, he is interested in studying the history and watching the development of institutions, if he likes to be in the center of things, he will find his niche the modern archives establishment which is a part of the administrative machinery of government. My advice to such a prospective archivist is to take any opportunities offered in any branch of the government service for which he is prepared, and to work towards an archival position from there.

Very likely I have not answered all the questions you have in mind. If not, I will be glad to hear from you further.

Sincerely,

Margaret C. Norton,
Archivist

MCN:mfn

Internship

August 12, 1941

Mr. Sidney S. Katz
340 E. 15th St.
New York, N. Y

Dear Mr. Katz:

Your letter of August 6, 1941 stating that you wish to make application for an internship in Archives in the Illinois State Library has been referred to Miss Helene H. Rogers, the Assistant State Librarian, who is in charge of personnel and who will correspond with you further in this matter. I will also be glad to answer any questions which may arise.

Sincerely,

ILLINOIS STATE LIBRARY

MCN:MEB
cc: Miss Rogers

Archivist

C O P Y

October 22, 1941

Mr. Sidney S. Katz
340 East Eighteenth St.
New York, N. Y.

Dear Mr. Katz:

Professor Gottschalk has just sent us a statement concerning your graduate work at the University of Chicago. After a careful consideration of his report and of your own statements, we are very sorry to have to advise you that, despite your excellent academic record, the courses of study you have pursued do not seem to us to be an adequate background for a career in American archival work. In seeking positions you would always be in competition with persons who have specialized in American history and since a detailed knowledge of that field is essential to the administrator of archives, you would be seriously handicapped at the start. Of greater weight with us, however, is the fact that your thesis field cannot have given you training and experience in the technique of handling the bulky documentation which is characteristic of the American historical scholarship with which the modern archivist has to deal. Also, you have not had the necessary prerequisites in public documents and manuscript curatorship.

We too are disappointed that you have failed to qualify for an Illinois archives internship. We should, however, be doing you a disservice if we were to encourage you to enter this field.

Sincerely,

MCN:MEB
CC: Professor Gottschalk

Assistant State Librarian

The New York Public Library
Astor, Lenox and Tilden Foundations

Fifth Avenue & 42nd Street

New York, February 8, 1937

Miss Margaret C. Norton
Superintendent, Archives Division
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I have taken home for consideration, on my day off, your letter of the twenty-ninth ultimo, relative to some kind of an instructional course for those who choose to work in departments of archives. I shall endeavor, within the limits of a letter, to discuss the subject with you frankly.

You are certainly right in judging that we are not enough advanced in archival experience in the United States to set up standardizing courses of archival economy. I know of no such course given now anywhere in the United States. We may be considered in a promising beginning, a beginning better than when I wrote a quarter of century ago (A.H.A. Annual Report for 1912, p. 255): "In our country we are yet in the cradle stage as concerns archival science. We have been born, we have crept along, but we have not learned to walk with that self-reliant buoyancy of resolute youth that 'gets there'," and so forth. In the next five years we should progress more than in the past twenty-five years. Various things impel me to hope this. The erection of the National Archives Building and its functioning with so large a staff, supported by ample funds, and presently to gain experience by handling so tremendous a mass of a variety of archives, should bring about a volume of sound principles, and stimulate the care of public records in the States and localities by this very example, provided, as we have reason to hope, that the national experience is sound. And, I believe, we shall expect our new Society of American Archivists to function as a profession with authority. But there is yet, of course, a great deal of "feeling the ground." To tread softly and cautiously over unexplored or little known territory marks the sanity of the explorer.

I assume that if any instructional work is begun in any of our universities, it will be in one having a "school for library science." Danger lies there. A school for archival science should be as distinctive, professionally, as is the other. You could not find five general librarians in the United States who know what archival science is. Libraries even give a relatively subordinate place to their property in manuscripts. Some virtually neglect them.

I mean the public libraries. Our larger historical societies are in another category.

Now, with respect to giving, let us say, a preliminary course as you suggest. If you must tie it up with your library school, let it be a distinctive archives section. Maybe you could tie it up with the School of Political Economy and Government as a section, or as elective courses. I prefer the latter tie-up.

I give you my idea of a course of lectures, such as I have thought out hurriedly as follows:

Lecture I - The philosophy of archives as public records.

x x x Along the lines of Dr.Charles M.Andrews's chapter in A.H.A. Ann. Rept., vol. 1 (for 1913), pp. 262-265. This is to ground the student at the outset in correct thinking on the science of archives.

Lecture II - Archival Administration.

x x x Show the variety of archival legislation in the different States. Discuss the history of these establishments, their merits and demerits. Preparation of administration reports. Relations with the departments from which archives are received. -- Partly in your No. I.

Lecture III - Physical custody and care of archives.

x x x Includes housing and equipment, protection in use, safety from fire, damp, heating, etc. Discuss also rules and regulations advisable in administering archives. -- This partly covered by your No. IV.

Lecture IV - Classification: Principles of, with "respect des fonds" and origin. - Your No.II.

Lecture V - Cataloguing, including treatment of accessions.

x x x My ideas are in A.H.A. Ann. Rept. for 1912, pp. 258-260. Your No. III and parts of I and IV.

Lecture VI - Binding, repairing, restoration, and revivification.

x x x This is partly your No.V. It is highly technical and yet controversial, especially respecting the methodology of all as applied to handwritten matter.

Lecture VII - Publication: Copying, editing, printing. - Your No. VII.

Lecture VIII - Processes of reproduction; also standards for ink, typewriter ribbons, paper stock, etc. - Partly in your No. V and No. VI.

It seems to me that all you want to do could be put into these eight lectures, and with each lecture a list of references for further reading on each subject should be distributed at the end of each lecture. Your No.VIII would then be covered by allocation. And your No. IX could be given to somebody in the School of Political Science and Government.

I hope that the dedication of the National Archives Building will come at a time in juxtaposition to the A.L.A. in New York, so that you and others from a distance can take in both. I suggest that you bring the idea to the attention of both Dr. Connor at Washington and Secretary Millam at Chicago. It may be worked out. You can tell Dr. Connor the dates of the A.L.A. conference, which cannot be changed.

Now, I hope I have been able to serve you a little, and I hope I may be permitted to serve you more.

Kindest regards -

Yours sincerely,

Victor H. Paltsits

Victor H. Paltsits

Enclosure.

LR

222 Library Building
June 3, 1937

Professor T. C. Peare
418 Lincoln Hall

Dear Professor Peare:

At the meeting of the Library School faculty held last week, further consideration was given to the proposed curriculum for the training of archivists, and while on some minor points the faculty may wish to modify their recommendation, especially after we have had some experience with students in the curriculum, nevertheless we are proposing that the following Library School courses be made a part of the curriculum.

1. Library 31a, Cataloging, Sem. I, 2 hours, and Library 37, Cataloging, Sem. II, 3 hours. This is our general introductory course in Cataloging taking up primarily what is known as dictionary cataloging and subject headings. It is understood that if a student in the archivists curriculum is in the class, the instructor will naturally take that into consideration in assigning problems, and probably in required readings.

2. Library 2a and 2b, Sem. I and II, Reference. This course takes up the uses of the principal reference works for certain subjects, the bibliographies, etc. There will be a place in this course also for the assigning of problems of special interest to the student in the archivists curriculum.

3. Library 13a, U. S. Government Publications, Sem. I, 2 hours, and Library 42, Sem. II, American State and Municipal Publications, 3 hours, with some little attention to the publications of a few foreign governments. Chief attention is given to the use of these government publications as supplying information needed by patrons of libraries. These two courses will presumably have a rather direct connection with the work of a student in the archivists curriculum.

4. Library 102. Seminar. Special Problems. I list this course so as to provide for the occasional student who may profitably be put on to a problem supervised by some member of the Library School faculty. This is a course for variable credit, one to three units.

5. Library 101a and 104b, Advanced Cataloging and Classification. This includes a comparative study of cataloging rules and classification systems, and a student in the archivists curriculum may find this course suitable. An instructor generally allows large leeway to the general student in this course, and is guided chiefly by the student's special interest and preparation.

We would be inclined to look upon the above proposed courses, except for Library 102, as probably all needed in the curriculum. The irreducible minimum would be Library 31, 37, 13a, 42, and 104. I am personally more inclined to include 2a and 2b in the required list than are some of the faculty.

If the student in this curriculum is to be a candidate for the Master's degree, we would have to make sure that the first year Library School courses recommended above would be accepted for credit toward that degree. I do not think there ought to be any difficulty with this, but someone should make sure before announcing this curriculum.

As I indicated above, when we begin to have some experience with students in this curriculum, the instructors all realize that they will be expected to make some modifications in their courses due to the student's special interest; it is quite possible that we will wish to propose some changes in the curriculum after we have had some experience.

Yours truly,

P. L. Windsor

PROPOSED ILLINOIS ARCHIVES SCHOOL.

Objectives.

For what positions are we going to train students?

a. Archives work primarily.
b. Historical library work.
c. Manuscript work in research libraries.

b. and c. have been suggested as an aid in placing graduates of the school. Since many archives departments are affiliated with or an outgrowth of historical libraries, it seems desirable that the students should have training in both fields. It must be made clear to the students, however, that the two fields are distinct, and that unsystematic collection of historical records does not constitute archives work.

Who will be attracted to the school?

Advanced students in the Social Sciences, particularly Political Science and History, seeking some other outlet for their special training besides teaching.

Not library school students seeking means for further specialization.

In the discussion of the subject of training for archivists, held at American Library Association in joint session with the Society of American Archivists last June, the chief criticism from the floor was what some felt was too close a tie-up between the library school and the proposed courses. It was said emphatically and several times, "If I had to choose between a Ph.D. in History or Political Science and a library school graduate who had majored in History as an undergraduate, I'd take the Ph.D. every time." Dr. Williamson and I were the discussion leaders at the conference, called by Dr. Kuhlman.

Qualifications for students.

If we accept the above premise that we are primarily interested in the graduate student in the Social Science group, we must put our emphasis upon training in that field and not in the library school, using the library school for technical background which can be given there as well as at the State Archives - in fact, better, because of the more specialized faculty and other facilities.

It is recommended that the minimum entrance requirement be an M.A. in History or Political Science, majoring in one of the two fields and minoring in the other; preference to be given to the student working towards the doctorate. The first year library work should be combined with the archives course as outlined below, instead of being an entrance requirement.

Necessary background courses.

History courses.

The following have been proposed as required preliminaries:

62 a-b. Political and Constitutional Development of the United States. Approved.

101a-b. Seminar in American History. It is presumed that the student will have had training in seminar methods. If seminars in History and in the Library course can be used for archival training it would be well to include them in the curriculum taken during the year.

103. Studies in Historical Method. By all means. This should be supplemented by a course, which I do not see listed, giving a very complete grounding in American historical bibliography. If no such course is available, perhaps this could be done in the History seminar course. It is essential.

27. History of Latin America. Is this not a typographical error for 21, Recent History of the United States? 21 desirable.

17a-b. Social and economic forces in the Nineteenth Century since 1860. Not suggested in the outline by the History Department, but rather pertinent to an understanding of the increasing importance of social forces in government. Perhaps we should say, "17a-b or an approved equivalent, desirable."

Political Science.

1a-b. American government. Essential.

16, Government in Illinois, and 4, Municipal Government which are suggested as an alternate, while desirable, cannot be a substitute for 1a-b in my opinion. I think it would be desirable to supplement 1a-b by a one year course, the first half of which would deal with federal government and the second half with state, county municipal and other local government. It is probable that I can get the cooperation of various state officials in giving

lectures here on various phases of state government. Probably someone like Mr. Field of the Historical Records Survey can help us out on the county phase of the work.

5. American constitutional system. Necessary.

12. Public administration and 13 Government Regulation of Business. Desirable. I would consider 14a-b. Political Parties, of equal importance.

The National Archives recommends a course in international law for students expecting to work in the National Archives.

Library Courses.

There seem to be some second year courses which the student needs and some first year courses which he does not need. In some ways Columbia seems to have a curriculum which fits into our scheme better than Illinois. If I had the syllabi for the Illinois courses I could probably see places to work in archives lectures in lieu of some of the unnecessary parts of the library courses. In lieu of this probably the most helpful thing I can do is to indicate somewhat broadly the background of library science which the student should have as a basis for his archival studies:

Cataloging and classification.

The student should know the basic principles of the dictionary catalog - its component parts and the reasons therefor. He should know the parts of an author card and should be able, in theory, at least, to catalog as fully as for L.C. cards. He should understand bibliographical minutia. He should understand tracing and secondary cards. He should be able to use the corporate entry with facility so that the variations therefrom in archival cataloging will not hopelessly confuse him. He should understand the cataloging of serials and analytics. He should of course know the chief bibliographical aids used by catalogers. Subject headings are similar for both library and archival cataloging. It should be kept in mind, however, that the archivist's use of subject headings corresponds with that of a large research library and that the simplified headings taught for small public libraries will be of no assistance to him.

Archival classification is diametrically opposed to the principles of library classification and many archivists question the necessity for the student to study library classification at all. Since most of our students will have some library classification to do, I recommend that all shall understand the theory

the theory on which library classification is based and that they should be able to use the D.C. and especially the L.C. classification, though they will not need to be drilled on this. It is frequently necessary for historical libraries to expand even the L.C. classification to suit their needs, so I recommend that the emphasis be put upon the few parts of the classification which they will be apt to use later, namely, the social science classifications. The student should at least be introduced to other systems such as the Cutter, Brussels, etc.

The student needs instruction in some of the more specialized fields of cataloging, such as maps and charts, broadsides, incunabula, etc. This might well be given as seminar work. I hope a cataloger will be appointed for the Archives Division who can help with the teaching of this part of the work.

It is far less important for the student to have a great deal of practice in cataloging than for him to have the theoretical groundwork. It is doubtful if archivists will ever be able to use codes and iron clad rules as in library cataloging, and the archives cataloger must develop his imagination and above all be flexible. Archival cataloging in this country is still primitive and our students must be taught to theorize and reason things out. He must be able to compile workable bibliographies, however.

Reference Work.

The student should certainly have at least first year Reference work. He must know the basic reference tools for any library. In addition he must have detailed knowledge of the basic literature in the fields of History and Political Science, including public documents, together with their bibliographical tools, such as the various "services" like P.A.I.S., H.W.Wilson Co., etc. He can expect to get training in archival tools here. He must understand the technique of doing reference work with the public. He will be given practice in archives reference work here.

Government Documents.

The student should be given as stiff and as thorough a course or courses in government documents as can be had. This will be supplemented by lectures on the application of use in an archival establishment.

Printing and binding. Course 21. This is not included on Mr. Windsor's list, perhaps because the course as outlined

does not exactly fit the needs of the student. I think our students need a more scholarly approach to the subject, more along the line of the following courses offered at Columbia:

Library Service 183. History of bookmaking.
Library Service 185. Book binding (general introduction to the technical, historical and aesthetic aspects of bookbinding.)
Library Service u 155. Editing, abstracting and proofreading. (This last course I think Dr. Pease should give under the heading VII Editorial Work in the Proposed Curriculum.)
Library Service 281. History of books and printing.

The student needs to know how to see a book through the press, how to get it bound satisfactorily, and he should have an appreciation of the aesthetics of typography and binding. Certain parts of the work like repairing paper, parchment, seals, etc., inks and papers, etc., can be given here. We have no illustrative examples of manuscripts (early), fine bindings, etc., and no one here capable of giving such a course. Dr. Windsor could do it.

Order work.

While the student does not need book selection as it is ordinarily given in a library school, he does need to know a little about publishers, ordering of books, second hand dealers, and appraisal. I do not think the student needs to take the book selection course for credit, but he should be required to take some of the lectures at least.

Organization and Length of the Course.

My present recommendations are as follows:

The student shall have his Master's in History or Political Science before being matriculated as an archives student. He shall have taken the prerequisites mentioned, and students contemplating taking the archives course should preferably consult with the University of Illinois authorities if they do not study at Illinois so that they shall enter with the prerequisites. Otherwise they must expect to enter as special students if there is room for them.

The library course shall not be the two year course but a combination. The student shall precede his entrance in the library school by a month or six weeks orientation course at the State Archives. This will be followed by one year in the library school and concluded with three months' internship at the State Archives. If the student has his historical and political science background before he undertakes the work, I believe an

abbreviated library course covering (including the work at Springfield) three semesters, will be sufficient. It is more important for the students to grasp the theory than to get actual practice in library work. Therefore it would be possible for them to attend lectures in both first and second year courses simultaneously, requiring them to do more reading than the regular library school student, but less practice. From time to time they can come to Springfield for a day or two or I can occasionally deliver lectures in Urbana. My own library school experience demonstrated that this proposal is feasible. I was forced by illness to drop out of library school at Christmas time in my first year. The next year I returned to Albany and took the first and second year's work simultaneously. I had no proficiency in practice but I got the theory and in the long run I think the experience was beneficial.

In case the student should take both years at Illinois, it would of course be possible for him to combine the history, political science and first year library work a little differently for him. I find a definite reaction both from prospective students and from archivists against requiring the full first year library school course as a prerequisite and the feeling that the first year should be for getting the Master's in the basic social sciences, the second year the technical school. The archives work here summers would not interfere with the student's university academic year, and while our summers are hot it would be no worse than summer school.

The work at Springfield.

The preliminary work would be largely lecture work designed to help the student know what he would want to get from his library school work. He would also be given some practical experience with manuscripts.

His seminar reading would be directed largely along archival lines and any term paper work also. Occasional lectures on archival subjects would be interspersed during the year.

The internship period would give us a chance to round out the student's theoretical knowledge and to get more practical experience.

Degrees or credits.

It is presumed that a certificate would be issued at the end of the internship. A degree, if given, should not be the regular Master's. The library school and archives course should be credited as three semesters and should county towards the doctor's degree.

TRAINING OF ARCHIVISTS
Informal Discussion
by
Margaret C. Norton,
Superintendent of Archives
Illinois State Library.

Like Columbia University the University of Illinois is contemplating the establishment of a training course for archivists. Neither University has as yet developed plans sufficiently to be able to make any committments at this time either with respect to prerequisites or organization of the course ~~at this time.~~ Although an experimental apprentice course limited to the staff of the Illinois Archives Division will be inaugurated at Springfield next fall, it is unlikely that the University of Illinois will give formal courses during the next academic year.

An informal and self-appointed committee under the chairmanship of Professor Theodore C. Pease of the History Department of the University of Illinois is working on plans for the course. The members of the Council of Social Studies (representing the departments of History, Political Science, Political Economy, Sociology and Philosophy), the Director of the University of Illinois Library School and the State Archivist held a meeting in Urbana in February of this year, at which prerequisites for admission to the course were discussed and the State Archivist presented a plan (reproduced below) for a proposed curriculum. The committee is now preparing recommendations to submit for approval by the University Senate and the Secretary of State under whom the State Archives Department functions. Pending the

acceptance and release of this report no statement can be made relating to the probable organization of the school.

It is possible and probably appropriate to discuss briefly some of the problems which confront all of those interested in the establishment of archival training. Perhaps first of all is the question of where such a school should be located - whether centralized at an archives establishment as the old New York State Library School was administered as an adjunct to the State Library at Albany; or whether attached to some university which could give credit towards a degree. The experience of the library schools indicates that higher standards of teaching can be had when the school is attached to a university. However, most of the technical work in an archives school must be taught by archivists still actively engaged in archival work. Archival science in America is still in the experimental stage and the contact with these experiments will be most beneficial to the student. The obvious best location would seem to be Washington, but there are certain practical obstacles to that at present.

We in Illinois believe that the University of Illinois is the next best logical place for a school. Springfield with its new State Archives Building and well established State Archives Department is only ninety miles from Urbana, with good transportation facilities between them. Theoretical training in archival technique and the basic social

sciences can be readily supplemented by lectures by the Sta Archives staff and by practice in handling actual documents. We believe there will be room for two schools, perhaps trainin, for different types of archival work, and certainly permitting a wider experimentation in the early years than if only one school were planned.

The first problem confronting both schools is of course that of finances. Certainly in Illinois there is no possibility of getting a separate appropriation until the value of the course is established and until it is past the experimental stage. Therefore we must build the courses largely around existing courses, modifying outside reading and term paper requirements to suit the needs of the students and supplementing these courses by lectures and seminar work at the State Archives and by lectures by visiting specialists. The State Archives must be compensated for the drain upon the time of its executive staff by the assistance which the student group can give through its apprentice work. Until such adjustments can be worked out satisfactorily no public announcements about the probable curriculum can be made.

A second problem which will undoubtedly be a serious worry to both faculty and students for several years to come will be the placement problem. At present there are few positions for trained archivists and no trained archivists becaus there are so few positions. This deadlock will in time be broken. In the meantime we must be cautious about discouragement of future applicants for matriculation because of the unhappy placement difficulties of the earlier graduates. Dr. Windsor of the University of Illinois Library School has

there is a possible solution of this difficulty through broadening our base to include training not only for archivists but also for curators of manuscripts and librarians for historical libraries. There is at present no special training for such positions but a growing demand for library school graduates who can fill such places. Many of the problems in the two fields overlap - housing, repair, photography, calendaring and indexing, etc. Furthermore, in many states, the archives establishments are a part of or an outgrowth of the state historical library. This overlapping of interest is recognized in the qualifications for membership in the new Society of American Archivists, originally planned to be limited to archivists but now open to membership by curators of manuscripts. We therefore expect that the Illinois Archives school, though laying the greater emphasis upon archives and making the distinction between the two fields clear to the student, will give this more generalized training.

A third and major problem today is the dearth of technical professional literature. The problems of American archivists are so different from those of European archivists, chiefly because we are dealing with much more recent documents, that we must develop our own technique. While this lack of textbook material is a definite handicap from the point of view of the teacher it will probably benefit the student in the long run. In the absence of codes to be memorized he will be shown what the problems are and be taught how to think through to a solution. Even so, the student who learns that the basic principle of archival classification is <u>respect des fonds</u> needs

to learn how to apply the principle once he has accepted it. The Committee on Classification and Cataloging of the Society of American Archivists is now preparing a syllabus on these subjects. Other committees of the same Society will produce similar textbooks and syllabi. The establishment of the journal "The American Archivist" will add rapidly to the professional literature available and lighten the burden of the teacher.

The following outline for a proposed archival curriculum represents a list of the subjects in which the archivist and curator of historical manuscripts need grounding rather than a list of courses to be given. Special acknowledgment is due to Dr. Victor H. Paltsits, chief of the Manuscript Division of the New York Public Library whose outline for a proposed Manual of Archival Economy forms the skeleton for this outline.

PROPOSED ARCHIVES CURRICULUM.

I. Administration.

a. Philosophy of archives.

Distinction between historical manuscripts and archives.
Public documents as archives
When does a record become an archive?
Public; private; and business archives.

b. Archives law and laws relating to the public use of records.

European and American archives: ;aws relating to their organization; comparisons of the merits and demerits of the different types.
Historical and research libraries having manuscript collections:description of the leading libraries.
Laws relating to public access to records; certified copies
Laws relating to the keeping of records by departments of origin.
Regulation by state authorities. See also Ic and V.
Destruction of records.
Replevin and other methods of recovering public records in private hands.

c. Public relations.

With record-depositing agencies.
With non-depository agencies.
With county and local officials.
WPA surveys
Historical Records Survey
Federal Records Survey
State supervision (as in Connecticut and New York)
Deposits; copies.
Relations with the general public
Attitude of staff towards users of records as well as newspaper, radio and other publicity.

d. Physical custody and care of historical manuscripts and archives.
Sites and plans of buildings
Accessibility, isolation, expansion, plans, etc.
Fixtures, furniture, equipment
Heating, ventilation, air conditioning, lighting
Protection against fire, dampness, etc.; extinguishers; insurance
Cleaning and fumigation.

e. Exhibits, including equipment.

f. Rules and regulations
Hours of opening; conditions; restricted records; credentials of users; number of papers given out at a

time; amount of assistance rendered non-governmental users; interloan methods, etc.

g. Staff organization.
Qualifications; professional and clerical assistants and their duties; hours; vacations and leaves of absence; discipline; ethics.
Accounting; departmental statistics; reports.

II. Accessions

a. Means of acquisition.
Approach to officials and private owners
"The art of purchasing"
Dealers; judging values
Gifts
Replevin
Private and quasi-public papers in the public archives.

b. Transfers of material

Preliminary inventories and surveys
Checking and recording of accessions
Receipts

III. Classification

a. Types of documents: archives; historical manuscripts; public documents; maps, broadsides, pictures, etc.
b. Principle of "respect des fonds"
c. Call numbers
Systems; extent to which call numbers can be used to denote location
d. Identifying marks

IV. Cataloging; Indexing; Filing

a. Types of catalog records
Inventories and shelf lists
Archives cataloging
Comparison with library practice
Calendars
Guides
Indexes

b. Treatment of maps, broadsides, pictures, etc.

c. Indexing
Book indexing
Manuscript indexing, as for names, land records, etc.

d. Filing and filing equipment.
Theory on which filing systems are based
Library and commercial filing

V. Repair, binding, inks, papers, pests, etc.

V. Repair, binding, inks, papers, pests, etc.

a. Methods of repairing paper, parchment, seals, etc. with practical experience
b. Binding (May be combined with regular library school course but with more emphasis upon fine binding and special bindings suited to manuscript work, such as inlays, scrap books, etc.

c. Inks and papers
Standards; laws relating to
d. Diplomatics
Dating documents by style of binding, type of paper, watermarks, ink, style of penmanship, detection of forgeries, use of infra-red rays and the fluoroscope, etc.
e. Pests - animal, insect and bacteria
Methods of control and extermination; equipment

VI. Reproduction

a. Photographic methods and equipment, including storage and indexing
Microphotography and photostating
b. Certified copies
c. Printing and near print processes, such as offset, mimeographing, etc.

VII. Editorial work.

a. Transcripts
b. Preparation of copy, including footnotes and other documentation
c. Make-up
d. Indexes
e. Proof-reading, etc.

VIII. Bibliography and reference work.

Supplemental to the standard courses given by the library school
Emphasis upon historical and other social science reference material and its bibliography
Intensive course on public documents and their bibliographical tools.
Documentation from a correct bibliographical standpoint.

IX. Governmental organization.

Thorough grounding in governmental organization, federal, state and local, also the part played by political parties
This course should be practical rather than theoretical, attempting to give a picture of the actual operation of government departments
Dodd's "Government in Illinois" and the various state manuals or "Blue Books" illustrate the type of texts used.
This instruction to be supplemented by lectures by department heads during the field work at the State Archives.

X. Thesis subjects and term papers.

Bibliographies on archival subjects
Histories pf departmental organization with theoretical classifications based thereon.
Editing of manuscripts.
Compilations relating to archival theory and practice.

XI. Field work.

Practical experience in the Illinois archives or the National archives, supplemented by such instruction as cannot well be given at the University. Not less than two months per year, with University credit.

February 9,
1939.

Prof. Theodore C. Pease,
Room 426 Lincoln Hall,
University of Illinois,
Urbana, Illinois.

Dear Dr. Pease:

You may remember my telling you when we were at Chicago, that I thought the University of Chicago intended to carry out a program for archival training. Miss Rogers and I held a conference with a committee at the University last month and we have had subsequent correspondence. I am enclosing for your information copies of our announcements relating to archive internships and the proposed statement in the University of Chicago Catalog for next year.

Since the University authorities have not formally taken action upon this, this information is confidential. I think that Prof. Gottschalk will send you a statement when he is ready, as far as the University is concerned, to have the announcement made. We will send you a statement for The American Archivist as soon as all arrangements have been made.

You will notice that our statement of prerequisites does not rule out the University of Illinois if you should decide to go on with your plans. So far as we are concerned the internship is open to properly accredited graduate students in any Illinois University.

Dr. Pearce Butler is already giving a course on the History of Libraries and Archives and is interested in expanding his course to take up archival theory ingeneral.

I am merely sending along these statements in order to keep you informed as to the present status of archival training so far as we are concerned. We do not expect this internship will go into effect this coming spring.

Sincerely

ILLINOIS STATE LIBRARY
Archives Division

MCM:ED

Superintendent.

Proposed Plan for a Curriculum in
Archive Economy at the
University of Illinois

The basis of this curriculum should be a bachelor's degree with the equivalent of a major in History and of a minor in Political Science or vice versa. In both cases the emphasis should be upon American History and American Government. Some work in Economics and some command in one or more foreign languages would also be advisable.

Beyond the bachelor's degree the first year's work should ordinarily be based on the first year's course in library administration with special attention to courses in public documents, State and Federal. This instruction is to be supplemented by certain lectures on archival economy which the State Archivist is prepared to deliver. Students should also be prepared to spend about three weeks in the State Archives at Springfield learning archive practice at first hand.

The second and concluding year of the course should be the equivalent of a master's degree in History or Political Science the emphasis in either case being on American History or American Government. In either case the subject not taken as a major instead is to serve as a minor. The History courses which ordinarily should be taken in this work are 101a, 101b, 103, C2a, 62b, and 27. The master's thesis selected should ordinarily call for some use of archive materials at Springfield, and be based on some phase of State History or Government.

In case the master's degree is taken in Political Science two of the following courses, 101a, 101b, and 103, should ordinarily be selected as minor subjects.

Suggested Courses in Political Science
for
Preparation for Public Archives

BASIC COURSES

Pol. Science 1a, 1b or 16, 4

OTHER UNDERGRADUATE COURSES

Pol. Science 5, 12, 13, 32, 34

GRADUATE COURSES

Pol. Science 101, 102, 103, 104, (?) 112, 113.

Library Science 13a, 42

Miss Margaret C. Norton,
Illinois State Library
Springfield, Illinois.

Dear Miss Norton:

I am very sorry that the absence of my stenographer on a vacation delayed my answering your letter of February 9.

I am, of course, very sorry that the connection has had to be with the University of Chicago rather than with us. Teh reason, I think, we both understand. Even so, I am glad that the interneship will be open to University of Illinois students.

With very sincere regrets, I remain,

Sincerely yours

Theodore C. Pease

Apt. 3
5817 Blackstone Ave.
Chicago, Illinois
February 2, 1939

Miss Margaret C. Norton
State Archives
Springfield, Illinois

Dear Miss Norton:

At the suggestion of Dr. Louis Gottschalk, chairman of the department of history of the University of Chicago, I am writing to you to express my interest in receiving training as an archivist and to seek your advice.

Dr. Gottschalk has explained to me the pending arrangement for combining work in American history at the University with an internship at the State Archives, but I should like to have more details about the work as an interne.

Will you please tell me whether or not you think my qualifications are suitable for work as an archivist? I received my bachelor of arts degree in June, 1936 from the University of Chicago, majoring in history and social science, and obtained my master's degree in American history from the same institution in June, 1938. I entered the University in 1932 on a scholarship in history and continued as a scholarship student thereafter, holding among others, the Fourth Year and Graduate Honor Scholarships in History in 1935-36 and 1936-37 respectively. According to University press releases, I had the highest scholastic record in the class when I was graduated in 1936. My master's examination was passed with a grade high enough to make it count also as my doctoral preliminary examination.

I earned my living expenses while in college by acting as a part-time assistant in the libraries of the University Laboratory Schools. From October, 1933 to June, 1936 I served as assistant to Miss Evangeline Colburn of the University Elementary School Library, and from October, 1935 to June, 1937 I was library assistant to Miss Hannah Logasa of the University High School. Also I have taken a course in Library Cataloging and Classification. Hence, I am familiar with library techniques.

From June, 1937 to August, 1938 I worked as a full-time research assistant to Miss Bessie L. Pierce of the history department on the History of Chicago Project. Thus I have had intensive experience in research besides the usual thesis training.

One of my principal historical interests has always been bibliography, and I have had the bibliography courses in American history offered by the department. My outstanding characteristics as a student, historian, and librarian, according to my instructors and employers, are thoroughness, precision, accuracy, and efficiency. Both my interests and capabilities seem to point toward the work of an archivist and bibliographer.

The chief problem about which I am seeking your advice is a financial one. Since I am completely self-supporting, I am doubtful about being able to finance an internship in the State Archives. Can you tell me what possibilities exist for earning money while in Springfield?

Since I have burdened you already with a statement of my education and experience, I venture to inquire about the possibilities of employment in the State Archives. This work appeals very strongly to me as being suited to my interests and abilities and hence as offering a splendid opportunity for a career. Do you think I might fill some position in a state archives or in a state historical library--if not now, then in the future? Knowing my financial position, could you offer any suggestions about obtaining such a position?

I believe I can depend upon the full support and recommendation of the faculty of the history department in my efforts to become an archivist.

I deeply appreciate your attention to my letter and to my problem.

Sincerely yours,

Rae E. Rips

Rae Elizabeth Rips

February 6,
1939.

Miss Rae Ripa,
Apt. 3, 5617 Blackstone Ave.,
Chicago, Illinois.

Dear Miss Ripa:

From what you wrote about yourself you would certainly be eligible for an interneship at the Illinois State Archives, that is provided you offer the required prerequisite given by Dr. Pearce Butler.

It is impossible for the State Library to offer any opportunities for paid work during this interneship since this work will require fulltime, corresponding to State Library working hours and because we have no funds for extra help. It is possible that you might be able to exchange work in some private family either house work or caring for children at night in exchange for your board and room. We do not maintain a list of such opportunities, but would try to put you in touch with the Y.W.C.A and other employment agencies. There are at present no vacancies on the staff of the Illinois State Library, and I do not of any in the Historical Library, but as that is under Mr. Paul M. Angle, I cannot speak for him. We are unable to make any commitment whatsoever as to future appointments for the archives internes. However our interest in establishing such interneship is to build up a list of professional applicants and we do hope that as many of our future appointments as possible will be made from these students.

Sincerely

ILLINOIS STATE LIBRARY
Archives Division

MCM:ED

Superintendent

ILLINOIS STATE LIBRARY
SPRINGFIELD

EDWARD J. HUGHES
SECRETARY OF STATE AND STATE LIBRARIAN

HELENE H. ROGERS
SUPERINTENDENT OF LIBRARY DIVISIONS

23 March 1939.

DIVISION SUPERINTENDENTS
MARGARET C. NORTON
ARCHIVES
CHARLOTTE RYAN
EXTENSION SERVICE
HARRIET M. SKOGH
GENERAL LIBRARY

MEMORANDUM TO MISS NORTON.

Would you please write an article to appear in ILLINOIS LIBRARIES announcing these interneships.

The Advisory Committee has O. K'd the statements as they stand. I have so notified Dean Wilson and Dr. Gottschalk.

HHR VD

Superintendent Library Divisions.

ARCHIVES INTERNSHIPS.

The Archives Division of the Illinois State Library will offer a limited number of three months' internships each spring. These internships are open to candidates for the Ph.D. degree in library science who have had special training in history in their undergraduate study and who complete certain approved graduate courses in the Departments of History and Political Science. The internships are open to such students at an Illinois university upon recommendation of the respective thesis departments. Applicants from the Graduate Library School of the University of Chicago must have passed the preliminary examinations for the Doctor's degree.

Students in the Graduate Library School will be expected to present six courses or acceptable equivalents in library science, three in history, and three in political science as prerequisites. Courses in library Science will be taken from the following fields: (1) two from theory and methodology of library techniques; (2) two from theory and methodology of library administration; and (3) two from history of books in manuscript libraries, and archives. The courses in History and Political Science will be taken in fields approved by the respective departments.

Students whose principal graduate work has been taken in the Department of History and who meet the requirements of that Department for admission to the internships may pursue courses in the Graduate Library School supplementing their work in History and Political Science, as set forth in the current Announcement of the Department of History.

Practical experience during the internship will be supplemented by lectures on archival technique and governmental organization. No entrance or tuition fees will be charged the student and no salary paid by the State. Interns will be expected to conform to regulations and hours of work of the Illinois State Library of which the Archives is a division.

ARCHIVES INTERNSHIPS

Courses in the Graduate Library School

1. Theory and methodology of library techniques

   a. General
      - 331. Principles of Bibliography
      - 341. Organization and Methods of Advanced Reference Work
      - 364. Classification and Subject Cataloging
      - 367. Physical Administration of Book Collections
      - 377. Administration of Technical Operations

   b. Special
      - 333. Diplomatics for Librarians
      - 336. Problems in Curatorship
      - 339. Vernacular Paleography

2. Theory and methodology of library administration

   - 382. University Library Administration
   - 383. Library Administration I
   - 384. Library Administration II

3. History of books in manuscript, libraries and archives

   - 385. History of Libraries
   - 386. History of Books in Manuscript.

ARCHIVES INTERNSHIPS.

The Archives Division of the Illinois State Library will offer a limited number of three months' internships each spring. These internships are open to candidates for the Ph.D. degree in History or Political Science at an Illinois University upon recommendation of the respective thesis departments. Applicants from the Department of History in the University of Chicago must have passed the written (qualifying) test.

The following graduate courses or acceptable equivalents are prerequisites: (1) historical methodology (History 301 or 302); (2) historical bibliography, plus a working knowledge of common reference and bibliographical tools (History 406, 407, 408 or 409); (3) public documents (Political Science 351--and special problems, to be assigned by the instructor); (4) theoretical courses on archival and manuscript curatorship and the history of archives and libraries (see Announcement of Graduate Library School of the University of Chicago).

Practical experience during the internship will be supplemented by lectures on archival technique and governmental organization. No entrance or tuition fees will be charged the student and no salary paid by the State. Interns will be expected to conform to regulations and hours of work of the Illinois State Library of which the Archives is a division.

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June 13, 1939

10 copies

Miss Margaret C. Norton
Superintendent, Archives Division
Illinois State Library
Springfield, Illinois

Dear Madam:

Mr. Walton is most anxious to secure a few copies of your publication, "Catalog Rules: Series for Archives Material" to use in his course given under the History Department of the University entitled Historical Archives: Principles and Practice. Would it be possible for him to obtain a few copies of this?

Very truly yours,

Elizabeth Poole

Secretary to Mr. Walton

EP

15 June 1939

Mr. Clarence E. Waldon
Assistant Librarian
Harvard College Library
Cambridge, Massachusetts

Dear Mr.Waldon:

In accordance with Miss Poole's request, I am shipping you today ten copies of our Catalog Rules: Series for Archival Material. If you need more, we will be glad to send them.

I am very much interested in your proposed course under the History department on Historical Archives: Principles and Practices. As you may know, the Illinois State Library is offering a limited number of Archival internships for three months each spring beginning in 1940. These internships are open to students in Illinois Universities, who present certain prerequisites, such as historical methodology and the courses which Pierce Butler gives at the University of Chicago. Our internship will include practice and the handling of archives and also lecturers on archival technique. We do not expect to turn out finished archivists, but merely to give students the opportunity to find out whether they have an aptitude for archival work or whether they would like it once they got into it. I shall be very much interested in your course, particularly as to the topics you will treat. I think it unfortunate that so few graduate history courses train students in the handling of manuscript material. We have not infrequently been embarrassed by Ph.Ds. whose carelessness in handling these delicate materials made it almost necessary to refuse access to them. I find that most of the students who come have no methodology and when confronted by a bulk of manuscript material they are overwhelmed by the sheer mass of material and seem to have no conception of what to do first. I am glad that Harvard is giving such a course. From the name of your course, I should guess that this is a training in the research technique of archives rather than in the training for prospective positions. I think those of us who are interested in either phase of archival training should keep in close touch with one another, and I shall be glad to learn of your plans for the coming course.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

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June 20, 1939

Miss Margaret C. Norton, Superintendent
Archives Division
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

May I thank you for your prompt reply to Miss Poole's request. If you would like us to pay some charge on the ten pieces, please feel perfectly free to send me a bill.

In turn I was interested indeed in your account of the present situation in the State Library. In general your observations in regard to the use of archive materials are equally pertinent here.

I am afraid Miss Poole did not make clear the situation to you. Our course in the History Department has been given since the fall of 1937. The exploratory work in regard to it both from the technical side and from the instructional side goes back to 1934, so that we have had five years of immediate contact with the problems an attempt to teach archive principles and practice calls into being.

I am afraid we shall have to sit down to a long correspondence because we have apparently been encountering about the same difficulties and unless I am much mistaken, you and I would probably have a great deal in common in our reactions to them. After an absence of some ten days, I shall be back at my desk around July 5th and would like to send you the notes from which I have been teaching with copies of final examinations and other material. Unfortunately, I cannot send them at once, since they would require some annotations to be intelligible.

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The History Department lists the work as "History 191A" running for the first half year. The course meets one afternoon a week for a two-hour period variable when necessary. The number of regularly enrolled students has been three each time, with listeners running all the way from one to six or eight. The seminar method is employed and I have kept a lively eye out to start discussions whenever and wherever possible. If I were to elaborate the title of the course I should call it "The Historical Development of a Technique of Scholarship."

The term is divided into three groups of talks.

1. The Scholar as Archivist
2. The Archivist as Scholar
3. The Archivist as Archivist

Your conclusion as to the nature of the work is quite correct. To it I might add some emphasis on the general question of scholarly activity; what it is; why it exists; and what ends it may serve. Furthermore, to an unusual degree archive materials implement in the library a study of technique and student method in a university community.

Two types of development of this appear possible.

I. Gradual growth within the graduate student area which might ultimately produce an alignment of advanced study techniques in one group of courses, such as

1. The principles and practice of Archive administration
2. The theory and practice of public document bibliography
3. History of the practice of diplomatics
4. Calligraphy, heraldry and the practice of sealing, with special reference to their legal origins.

II. On the other hand such a course as I may work on might develop into something of the

5 July 1939

Mr. Clarence E. Walton
Assistant Librarian
Harvard College Library
Cambridge, Massachusetts

Dear Mr. Walton:

Thank you very much for your long letter in relation to your course on Archives. I have not, as yet, gone beyond the plans outlined in the 1937 A.L.A. Public Document Proceedings for my own work in Archival training. I will be very glad, indeed, to receive any syllabi or other suggestions you have to offer.

My present plans are to confine my own teaching to pure archival technique expecting that the students who come to me will have the background needed.

It seems to me, as I said in my earlier letter, that graduate history departments are delinquent in failing to give their students the technique in research in manuscript materials. More and more we are dependent upon records, particularly government records, for our research, and, yet I doubt very much if one graduate student out of ten has ever handled a manuscript without having to learn for himself the method of doing so.

It seems to me that students should be given, as a regular part of their course, training in diplomatics, paleography and such other things as they will need if they are going to do research in foreign archives. Very few American archivists are confronted with documents earlier than the eighteenth century. However, even these documents do occasionaly present problems in interpretation. Certain training, such as only a history professor who has worked in foreign archives can give, would be a great help to the archivist as well as to the person who is going to use the archives. Certainly the basic principles of archival classification are needed by any one who is going to work with archives. The history of books and book making; also, the locations and resources of the major libraries and manuscript repositories of the world should, of course, be a part of the intellectual background of any scholar. Certainly bibliographic methods are needed. It is very seldom that one finds a history professor who can give a correct bibliography citation. In other words, I feel that the preliminary training for archivists should be practically the same as that for any other research scholar.

The technique of archives, involving repair, cataloging, indexing, the use of photographic aids for the detection of forgeries, etc. are things which he should be given in a purely archival institution. I am aware that some people like Dr. Bemis minimize the importance of archival technique having certain contempt for the manual labor side of archives. This fails to take into consideration, however, that there is a technique just as there is a technique in library science.

I will be very glad to carry on a correspondence with you on the subject of our respective training work, but I warn you that I and not you will be the gainer from this.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Department

Superintendent

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GERTRUDE M. SHAW, *Bibliographical Assistant*

August 21, 1939

Miss Margaret C. Norton, Superintendent
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

To return to our correspondence of last month may I send you a carbon copy of the lecture notes for my archives course. These are frankly a mess being now three years old and having undergone constant revision during the course of use. I had hoped to incorporate many small changes in their substance, but September is only ten days away and I find that conferences with incoming freshmen start today (although why I don't know).

May I submit these to you as embodying an academic point of view merely. The group headed "The Scholar As Archivist" is meant to relate chiefly to the 18th century, of course. The second group, "The Archivist As Scholar" relates chiefly to the 19th century during which the technical literature established itself. The third group "The Archivist As Archivist" is meant to relate to the definite profession which has secured general acceptance all around us.

The first part of each talk is meant to consider background and principal academic field at large with particular reference to the rise of a technique in scholarship. The second section is meant to be something of a distillate of those points in the general view which have been responsible for the growth of a science of archive management. The whole is planned as a series of informal talks, the general purpose being to stimulate thought rather than to provide for any kind of technical training. I should like to have you criticize the program as

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thoroughly and as candidly as you may find either time or interest to do. Frankly I am not at all satisfied and am rather trying to find out what the matter is and to improve my presentation than to defend any part of it. Since I am very much of a novice, I can only beg the indulgence of my colleagues in the field. My text you have expressed in your letter of July 5th, except that I would turn it around to say, "Preliminary training for research scholarship should include the fundamentals of archive history and administration." I have been deeply conscious of the situation you outline in that paragraph of your letter. American scholarship seems at many points professionally unsophisticated. This groups of talks I have been giving is meant as a contribution toward the improvement of that situation.

Sincerely yours,

C Ewalton

CEW:W

HISTORY 191a

I
THE SCHOLAR AS ARCHIVIST
(1st meeting, 1 hour.)

a.

Archive history has a definite relation to the history of scholarship.

An act of scholarship is essentially an act of discovery. Inductive synthesis precedes the discovery and deductive analysis succeeds it.

The continuing nature of the scholarly act is to be seen in more extended terms throughout the history of scholarly communities; the medieval machinery of the disputation is an example wherein the thesis stands as a discovery and where inductive synthesis may be viewed as a partial, (possible) negative and deductive analysis as a partial (possible) affirmative.

b.

The scholar has been concerned with the source materials which form the body of archives ever since methods of recording facts were invented.

It is evident moreover that an archive, as such, has an existence in itself; and produces considerable history of itself before the scholar enters the picture.

The archives of Oxford University for example began even before Duke Humphrey's Library in the fifteenth century when certain administrative records no longer useful to the Oxford Congregation were deposited for safe-keeping in the cathedral chest of Saint Mary's Church.

The first inspection of these records by a layman whether for curiosity or for any other reason ushered in the beginning of what may be described as the archival function.

The archival function may be viewed as having an intimate connection with the scholarly act of discovery.

HISTORY 191a

I

THE SCHOLAR AS ARCHIVIST

(2nd meeting, 1 hour.)

a.

Steps in the evolution of the technique of scholarship:

Age of the discovery as scholarship; translations of the classics; school of the grammarians.

Age of the commentary; printings of the Bible with explanations; classic texts; the philosophers and the technique of commentary.

Age of the treatise; Latin histories of the 12--14th centuries; beginning of deductive analysis in the technique of the treatise.

b.

Elements of an archive are inherent in it whether active or potential; Oxford records in St. Mary's Church as significant then as now. Same records upon which the same principles operate.

Archive elements derive their life from their association with the archive function.

Archive elements are a product of the period of storage before the function begins.

Archive function is the product of archive elements.

Importance -- Official
Authority -- Provenance

HISTORY 191a

I

THE SCHOLAR AS ARCHIVIST

(3rd meeting, 2 hours)

a.

Age of discovery probably reached its heights with Migne's Patrologiae.

It led by easy stages to the establishment of libraries, which were for many centuries primarily for the aid of scholars. As a part of monastic life and thought they were inseparably connected with the history of scholarship.

During the Age of Discovery, archives for the most part were asleep in so far as they existed. They had, then, no direct bearing on scholarship; and archive establishments when they came into being had no direct connection with scholarship nore were they primarily to aid scholars.

Furthermore, archives, if discovered at this time, were too recent to make their discovery, as such, important.

Occasional references to archival sources might be found during the height of the Age of the Commentary. These may be identified as the scholar's performance of the archival function. No difference, however, was distinguishable between reference to an archival source or to any other. This is imperfection in the scholar's technique.

During the Age of the Treatise, this degenerate admixture of authorities is particularly characteristic of the scholar's technique and leads eventually to the operation of a process of refinement and selection.

No identification of the archival function as such appears to be possible before the Italian Renascence.

b.

Archive elements of "importance" and "authority" are to be thought of principally as contemporary characteristics. The scholar's judgement has no bearing.

Much archival material of great importance to the scholar has been destroyed as worthless.

Much important archival material has been preserved which is unlikely to be valuable to the scholar.

Everything with import and authority is archival.

Definition of an archive: That part of an official act capable of being preserved, and so preserved in whole or in any part, constitutes its archive.

Definition of archival function: The identification and establishment of a fact or facts, or the verification or the modification of a fact or facts however established previously, from a preserved record the official nature of which is not open to question, constitutes the archival function.

HISTORY 191a

I

THE SCHOLAR AS ARCHIVIST
(4th meeting, 2 hours)

a.

The elements of importance and authority determine not only the archive, but also relative values within it.

A typical archive is worth examination; theoretically it might contain the following documented steps:

1. Idea of action.
2. Discussion of idea.
3. Discussion of action.
4. Alternative means of action.
5. Selection of means.
6. Action.
7. Discussion of effects of action.
8. Results of action.

Importance and authority are to be found in this series of steps, even before an archive is produced. They impinge upon the archive in the sense that they exist in the act.

Since they exist in the act, their traces must survive in preservable records of the act.

Importance and authority in the act itself are relative terms, since no two similar acts are either the same or produce the same results.

b.

To the scholar as archivist, this inherent value which grows with time, makes no appeal, for his interests depend upon this problem.

Authority tends to perpetuate itself, hence archives tend to perpetuate themselves.

In time, when potential importance and authority have been created for the scholar, acts of authority tend to coalesce, to group themselves together in a continuous stream.

Potential importance and authority, therefore, tend to perpetuate themselves and to increase with time.

Eventually, finally, we have official acts in unending series; and official acts within official acts: all with preserved records; and we come inevitably to official acts about

official acts, and to official acts about the records or remains of previous official acts. Thus are born the Archives as an institution.

HISTORY 191a

I

THE SCHOLAR AS ARCHIVIST
(5th meeting, 2 hours)

a.

No definite connection exists between the scholar and the archive.

The independence of each serves to set off the liaison officer, the archivist, when he appears, as one with a more definite function than is true in the case of the librarian.

Importance and authority, from their origin in the act itself, may properly be viewed as sociological concepts related to society at large and coming into relationship with an archive only after their operation within the act.

Thus the elements necessary for judgment as to importance and authority are contained within an archive to an extent impossible with other types of source material.

Their existence in the act and their influence on the archive reflects a picture of the social and governmental conditions in the age which produced the act.

The functional nature of society and the fluid nature of history (the philospher's concept of "becoming"; Bergson's "elan vital") are shown in their variable nature. Thus original importance and authority may be voided entirely by the shifting nature of the scholar's interest which, in turn, reflects society at a different time. (Cf. article in November Harper's "One day in History")

Archive science attempts to compose these variables within some common denominator which shall represent not only inherent or original importance and authority but also all potential values of these factors. This attempt is "respect des fonds" (Cf. the French school.)

Attempts at arrangement and recording all imply such composing: even mechanical questions of repair, preservation, alteration, cleaning, destroying: these imply it. The administrative principle of selection serves as a focus for these composing efforts.

The baffling nature of importance and authority lies not in proving their existence or in recognizing them in a given act; it lies rather in determining their actual value; arises, in fact, from their variability.

Compromises have been crude, and this crudity is an imperfection in archive technique. Chronological order for papers; calendaring for records. Influence of arbitrary constants from libraries. Scholars' work made more difficult.

Importance and authority are catalysts in the scholarly equation.

b.

The functional nature of our inquiry makes it possible to avoid many traditional difficulities in the way of our understanding.

Our definition of an archive begins with the smallest and most particular unit determinable; and moves thence out into the general field.

Our progress has shown:

1. Archive formation.
2. Archive function.
3. Archive elements of importance and authority as a product of function.
4. Grouping of archives in a continuous stream, or the archive series.
5. Cumulative growth of archive elements.
6. Archive institutions.

Importance relates to the act itself.

Authority, a broader term, integrates the act functionally with its environment.

"Respects des fonds"
Importance and authority

Official
Document
Dossier

Provenance

Their cumulation produces the archive; produces also, as we shall see, the archivist.

HISTORY 191a

I

THE SCHOLAR AS ARCHIVIST
(6th meeting, 2 hours)

a.

In common with our general approach to archive science, an attempt to consider closely the archive elements of importance and authority might well start with the simplest possible unit, namely, an official act.

An archive-producing act was provided with a structural framework comprising eight parts in the 4th meeting. This structure may be simplified further.

1. Preliminary steps.	1. Idea of action. 2. Discussion of the idea. 3. Discussion of the action. 4. Alternative means of action. 5. Selection of means.
2. Action	6. Action
---	7. Discussion of effects of action. 8. Results of action.

The effects or results of action may be dismissed, except in an exhaustive analysis, since they infrequently appear to be represented in an actual archive.

We may now consider what has been said of importance and authority so far:

2.

Inherent in an archive whether active or potential.

Derive their life from their present or probably association with the archive function.

Product of a storage period.

Archive function is the product of archive elements.

3.

Contemporary characteristics.

Everything with importance and authority is archival.

4.

Elements of importance and authority determine not only the archive, but also relative values within it.

Elements exist before the archive and impinge upon it in the sense in which they exist in the act.

Potential importance and authority tend to perpetuate themselves and to increase.

5.

Sociological concepts related to society at large.

Their existence in the act and their influence on the archive reflect a picture of the social and governmental conditions of the time.

Importance relates to the act itself.

Authority integrates the act with its environment.

HISTORY 191a

I

THE SCHOLAR AS ARCHIVIST
(7th meeting, 2 hours)

1.

Importance: An abstract measure by means of which the scattered parts of an archive-producing act may be fitted together, telling in what order they occurred and how they are related to each other.

2.

Importance: A positive scale by reference to which the parts of an archive-producing act or its records may be brought into unified relationship to each other.

1.

Authority: An abstract measure by means of which the archive-producing act may be related in all of its parts to its antecedent and subsequent history whether or not archive-producing.

2.

Authority: A positive scale by reference to which an act or its archive may be integrated with its history, internal or external.

HISTORY 191a

I

THE SCHOLAR AS ARCHIVIST
(8th meeting, 2 hours)

a.

The production of archive series tending to perpetuate themselves produced in time masses of preservable records which became eventually problems in administration through the mere fact of bulk.

The English "muniment" room represents one solution for the problem of bulk and is a good example of the way in which archive institutions came into being substantially before the archivist.

Continued growth was chiefly characteristic of public collections the custody of which eventually was assigned of necessity to a full time official.

Thus the seventh step in the progress of archive science is the birth of the idea of a custodian.

b.

Such a custodian as appeared in the beginning was not an archivist in the proper sense, since from him were expected no duties or responsibilities connected with such a title.

The principle involved is important and it may be stated thus: In a complete analysis of the scholarly act beginning with inductive proofs leading to a principle and ending with a deductive analysis of the principle (solution of the problem) part of the operations involved are obviously peculiar to the scholar and part will be peculiar to the archivist.

The discovery and evolution and subsequent orientation of source materials all involve special types of knowledge of components technical only in nature and unrelated to the problems of a scholar and will be the principles which will engage his attention.

The process described above, however, which is characteristic of the scholarly act is sufficiently fluid so that no clear division in analysis of these two types of activity is possible. Where does the archivist's function end and the scholar's function begin? The unresolved principle herein presented has not only never been solved but has seldom been frankly faced.

HISTORY 191a

II

THE ARCHIVIST AS SCHOLAR
(9th meeting, 2 hours)

Our consideration of the Archivist as a responsible official must not be prejudiced by the fact that his coming into being was not an answer to a functional demand, but very largely an adhoc necessity.

The fact of bulk having made some sort of responsibility imperative, early archive officers behave chiefly as custodians.

A custodian is not only not necessarily an archivist, but almost certain not to discharge many of the duties of an archivist. Yet custody, implying as it does an almost functionless state, is apt to invent responsibilities where they do not exist.

Since custodianship denies archivist responsibilities as we know them today to a degree, being a substitute for them, not all the responsibilities invented are likely to relate directly to the archive function or to fall within the somewhat restricted, technical field of archive responsibility.

Thus is seen the genesis of the English insistance on custody, with its distinctions between materials in and out of custody, and with its somewhat narrow view of archive establishments.

Thus, also, is seen the explanation of the French and Belgian attempts to apply reasoned (and thus, though accidentally, unarchive) methods of arrangement and indexing by subject.

Archive science chiefly results from the fusion of two currents: 1. Custodianship eventually becomes functional in an archival sense, partly through experience, and partly through a demand for archive function in ever wider senses set up by potential supply. 2. The scholar continuing as archivist eventually passes the point of balance between the scholar's function and the archivist's function; and comes to be, though unwittingly, more archivist than scholar.

For the present, therefore, let us delay considering the Archivist and his responsibilities, until we have traced the functional steps through which those responsibilities come into existence and grow to the point where they create a deman for something not custody and not scholarship.

HISTORY 191a

II

THE ARCHIVIST AS SCHOLAR
(10th meeting, 2 hours)

Our talks on the scholar as archivist have involved looking at archives from the outside, since the scholar is outside.

In the archivist as scholar we are concerned with tracing the growth of those steps by which our emphasis is slowly shifted until we are looking at archives from the inside.

In our first series of talks, concerned with simplification, we chose to regard an archive-producing act as our unit of thought. If we are to proceed further in the same way, our viewpoint becomes reversed. Whereas, we have been considering certain external and general characteristics of an archive-producing act, we must now turn our attention to internal and specific characteristics of an archive-producing act.

HISTORY 191a

II

THE ARCHIVIST AS SCHOLAR

(11th meeting, 2 hours)

What is an archive producing act?

1. The archive has no independant existence; it is part of an act.
2. The act itself has an impersonal base, and involves those social relationships which exist in the mass actions of society.
3. The act itself bears a definite relationship to the structure of society and of social institutions.

What sort of preservable records may it produce?

1. Archives are usually most monotonous and informal in their general cast.
2. They indicate the flow of authority in society.
3. Hence consist of two general types:
    a. Record from one person to another.
    b. Record of information.
        1. Personal memoranda.
        2. Minutes of bodies.
        3. Proclamations for public information.

How may these records be identified?

1. Chiefly by their incomplete qualities.
2. Any record which implies antecedents and suggests consequents is potentially archival if it fulfills the other requirements.
3. Evidence of connection with social authority of some kind, even when this evidence is slight.
4. Since archives are never produced as such, all indirect evidence assumes primary importance. Even the presence of a number of indirect, unexplained characteristics strongly implies archival qualities.

How may their importance and authority be determined?

1. In general by the laws of evidence as their characteristics resolve themselves into known factors.
2. Relative importance increases the nearer the record comes to the actual act.

HISTORY 191a

II

THE ARCHIVIST AS SCHOLAR
(12th meeting, 1 hour)

1. Supervised storage.
2. Custody in strict sense.
3. Study of "as is" state.
4. Calendar.

HISTORY 191a

III

THE ARCHIVIST AS ARCHIVIST

(13th meeting, 2 hours)

Elementary principles of archive administration reflect the scholar's influence. The decisions were rational, but were frequently made from without; i. e., Jenkinson's archive characteristics of accuracy and impartiality are words the scholar might use in respect to source material. His classification:

1. Papers coming into an office.

2. Papers going out of an office (in copy).

3. Memoranda circulating within an office.

is a form analysis such as implies only casual knowledge of function, or of administrative office history. Furthermore, decisions were often prejudiced by librarians, bibliographers, manuscript experts, or other technicians, who successively have attempted to administer archives by their special techniques or in connection with other materials.

Establishment of fundamental principles in a new or controversial field is always to be undertaken reluctantly, if at all; since the introduction of a different point of view into a complex science often lends the whole a false air of change and innovation.

Modern practice, however, suggests that principles in archive science might well emphasize function. The archive-producing act tending to succeed itself (and thus to form series) leads to integrated acts in various relationships one to another, whose study considers the whole as a unit, to which by extension the name archive is also given. Strictly, by extension, the word archive may refer to any cross-section, large or small, parallel or oblique.

To this integrated whole, we may logically apply our archive scales of importance and authority. If they evolve from one act they must stand in some relation to a succession of acts.

HISTORY 191a

III

THE ARCHIVIST AS ARCHIVIST
(14th meeting, 2 hours)

If we reflect upon the connotative values of Jenkinson's archive characteristics of accuracy and impartiality, we may well come to the conclusion that they are purely form words of qualitative import; as such, they relate directly to the form classification they describe.

In our attempt to establish a functional approach to the problem of archives, however, we have substituted for accuracy, importance; and for impartiality, authority. These concepts seem more intimately related to function, and therefore closer to the authority whose ebb and flow in records they attempt to characterize.

Jenkinson's classification, however, makes no distinction between the three kinds of material making up an archive; consequently importance and authority tend to lose meaning. The form classification, plus a calendar, produces a flat level of archive series distinguished only as to time.

Using importance as an internal archive measure, and authority as an external social measure, a purely functional or organic classification is possible:

1. Minutes of a corporate body or reports of a single officer (as the closest and most important aspect of authority) plus correspondence files (incoming and outgoing) for background details, as a supplement to minutes.

2. Routine records (archive series of recurring aspects of authority, often of minor significance, filed alphabetically under the word chiefly descriptive of them) which may include incoming, outgoing, and memoranda.

Subdivisions of number 1, such as committees, may be filed separately under the main heading. The alphabetical order of number 2 may be supplemented by a chronological order under it for non-serial material if that is desired.

Provenance, respect des fonds, inviolable character of an archive: all non-functional aspects of an archive are in no wise disturbed in their full force and value by such re-classification.

HISTORY 191a

Final Examination.

20 January 1938

1. Compare the layman's idea of an archive with any standard definition.

2. Indicate the possible steps by which source material may come to form an archive.

3. Show how the scholar has become an archivist.

4. If you were asked to recommend, what five texts on archives would you cite (in the order of their importance to you).

5. If you were placed in charge of organizing an Archive Repository in some institution in your own field, what general principles would you follow.

25 August 1939

Mr. Clarence E. Walton
Assistant Librarian
Harvard College Library
Cambridge, Massachusetts

Dear Mr. Walton:

Thank you very much for the copy of your outline of your course "History 191A". I have not had time to study it in detail as yet, but will do so very shortly. It is quite different from what I had thought it might be, as to inclusion, and of course quite different from what will be given here and at the University of Chicago for prospective archivists. My first suggestion would be that it might be well to include at least one lecture on the nature of archival establishments of the world. It is difficult from an outline, such as this, to tell just what is included and what is excluded. I wonder whether you are laying sufficient emphasis upon the distinction between archives as being business records of a government institution or individual, and collections of historical source materials, which being abstracted from the source of orgin from the point of view of context are treated quite differently as to administration from archives. I think the development of the archival function stems rather from the necessity of locating diverse types of business records, which over a period of time changed in format, rather than from any other cause.

I have not yet set down my own ideas as to what should be included in a course, either as you are giving or such as I will give. As soon as I do, of course, I will send you copies.

Miss Rogers, the Assistant State Librarian of Illinois and I are planning to drive to the Annapolis meeting of the Society of American Archivists to be held in October. Following this meeting, we expect to return by way of Boston. I hope that you and I may find an opportunity at that time for a personal discussion of our mutual problems. If it would not be an improper suggestion, if your class

is happening to meet on the day that I am in Boston, I should like very much to have the privelege of listening in. Perhaps Harvard's inclusiveness would make it improper or too embarrassing for a women to attend the class. Please be perfectly frank if that is the case. I will write you in more detail on these matters later.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

HARVARD · COLLEGE · LIBRARY
CAMBRIDGE · MASSACHUSETTS
ORDER DEPARTMENT

KEYES D. METCALF, *Librarian*
CLARENCE E. WALTON, *Assistant Librarian*
GERTRUDE M. SULLIVAN, *Executive Assistant*
GERTRUDE M. SHAW, *Bibliographical Assistant*

September 6, 1939

Miss Margaret C. Norton, Superintendent,
Archives Division,
Illinois State Library,
Springfield, Illinois.

My dear Miss Norton:

It was kind of you to write so fully on August 25, and you have raised of course a number of points which would require more thorough discussion than would be feasible by correspondence. Why don't you and Miss Rogers have lunch with me when you come to Boston and see what develops. My class will meet either on Tuesday or Thursday, depending on the schedules of prospective members, but if you will let me know when you plan to be here I will be glad to make arrangements to have it meet at an hour that will be convenient to you. Would you be willing to talk with the class, perhaps presenting a brief history of the more important archival establishments of the world or any other aspect or theory of archival work that may interest you. These meetings are completely informal. We simply sit around a table and no restraint is imposed so that it would not be in the nature of a formal appearance at all.

Yours sincerely,

C E Walton

CEW:B

11 September 1939

Mr. Clarence E. Walton
Assistant Librarian
Harvard College Library
Cambridge, Massachusetts

Dear Mr. Walton:

Miss Rogers and I will be delighted to have lunch with you when we get to Boston. We have not yet worked out our time schedule, but I would not be surprised if we could plan to be there for your Thursday class.

I realize in re-reading my last letter to you, I sounded as if I were hinting to lecture before your class. I am looking for information rather than having any to give out. I do not think that I am competent to give you a history of the more important archival establishments of the world, but I might be able to speak a few minutes on some such phase as the different point of view between the American and the Foreign archives and the effect that it is having upon American Archival technique. Such as the thing as the contrast between the method of treating old records which are relatively few in number, but which require a higher degree of skill in paleography, type of material; and the American archives, which deal almost exclusively with very large bodies of records which cannot be treated as individual documents, but must be cataloged in large groups. The problems involved in departmental use and the reduction of records are also two major features with which Europeans are not particularly concerned. However, I would really prefer to listen in on one of your regular lectures. I hope to have the tentative outline of my proposed curriculum worked out before I reach there.

I will let you know later about when we will reach Boston.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

MCN AR

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KEYES D. METCALF, *Librarian*
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GERTRUDE M. SHAW, *Bibliographical Assistant*

September 15, 1939

Miss Margaret C. Norton
Archives Division
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

May I hasten to assure you that there was no question in my mind of your hinting in a previous letter. As a matter of fact, I thought then and still do now that it was quite a bright idea of my own. Do reflect upon the matter and perhaps we can split up the session in some way.

Sincerely yours,

C E Walton

CEW:w

24 October 1939

Mr. Clarence W. Walton
Assistant Librarian
Harvard College Library
Cambridge, Massachusetts

Dear Mr. Walton:

It was a matter of keen regret to me that I was unable to see you while in Boston. I visited the Massachusetts archives division while Miss Rogers, my chief, held a conference with the State librarian. This took considerably longer than we had anticipated, and I would have had time to get over to Cambridge but I did not know it, because Miss Rogers thought she would be ready to start away from Boston about one o'clock Wednesday afternoon. As a matter of fact, we did not get away until much later.

I hope that you can attend the meeting of the American Historical Association in Washington in December, at which time I think there will be considerable, more or less, informal discussion on the subject of archival training.

I hope to get back East next year, and perhaps can make better arrangements than I was able to do this time. We had a very limited time and a great deal to do in that time.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

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CLARENCE E. WALTON, *Assistant Librarian*
GERTRUDE M. SULLIVAN, *Executive Assistant*
GERTRUDE M. SHAW, *Bibliographical Assistant*

October 27, 1939

Miss Margaret C. Norton, Superintendent
Archives Division
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

It is pleasant to hear that you have gotten safely back home and that all of your conferences took place without any difficulties. I was sorry not to have been able to see you on Wednesday or Thursday. We had arranged for a Thrusday afternoon meeting of the class and were looking forward to seeing you.

Did you send back to me the notes on my course which were forwarded to you for your comment. I looked for them the other day and found nothing in the folder.

In any event, I shall look forward to seeing you on your next visit on which occasion we shall, perhaps, be able to make connections.

Very truly yours,

C E Walton

CEW:ep

2 November 1939

Mr. Clarence E. Walton
Assistant Librarian
Harvard College Library
Cambridge, Massachusetts

Dear Mr. Walton:

Herewith, I return the copy of your outline for your course. I apologize for keeping it so long. I was under the impression that it was a duplicate copy, which I might keep.

I am still regretting the situation which prevented my attending your class. One of our party had to be back in Springfield by Monday, October 23rd, which meant that we had to cut short our stay in Boston. Perhaps you will be able to get out this way before long, or we may have a chance to discuss our mutual interest some other time.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

THE UNIVERSITY OF CHICAGO
Graduate Library School

February 9, 1939.

Miss Margaret C. Norton, Superintendent,
Archives Division,
State Library,
Springfield, Illinois.

My Dear Miss Norton:

I have just looked over the statement which the Department of History is carrying with regard to the archives internships. I should like to raise the question whether a similar program in which the principle emphasis would be made on subjects offered in the Graduate Library School might not be worked out in the case of candidates taking the Ph.D. in the Graduate Library School.

The program of studies which the individual students in the Graduate Library School follow is more flexible ordinarily than that offered by the departments. That is, we constantly do the kind of thing which the History Department is doing in this instance. We go outside and secure from the appropriate department such cooperation as is necessary to give our candidate for the Ph.D. the specialization essential for the completion of their individual program.

My real question then is whether or not the internship might be open to a student who is taking his Ph.D. in the Graduate Library School, if approximately three-fifths of his work should be done in the Graduate Library School and one-fifth in the fields of history and political science. In a number of instances students come to us whose undergraduate majors have been in the field of history. In some instances, they have taken their Master's degree in that field. In such circumstances it would seem to me that the acquaintance with history would be sufficient to give the necessary historical background for archival activities, provided the student extended his work in history by taking the kind of course indicated by Dr. Gottschalk.

The number of students who might be interested would probably be small, but such an offering in the Graduate Library School catalog might increase the number which might draw from the Department of History alone.

Sincerely,

Louis R. Wilson,
Dean.

February 14,

1939.

Dr. Louis R. Wilson, Dean,
Graduate Library School,
University of Chicago,
Chicago, Illinois.

Dear Dr. Wilson:

Miss Rogers and I discussed your letter relating to cooperation between the State Library and the Graduate Library School, similar to that worked out between us and the History Department. You will remember that Dr. Gottschalk suggested that the other two Departments involved might find it profitable to work out a similar program for your own students.

We think your proposition equally feasible. Probably your students would train for a somewhat different form of archival work, though that depends of course upon the student. I think of two forms of archival and allied work which might well be trained in your Department. For instance, probably the one of the most important fields for young persons in archives, is that of business archives which might well be combined with training for business library work. Another form of work for which there exists at present a demand for training is the general field of manuscript curatorship. Most research libraries now have manuscript collections which may or may not involve historical manuscripts: for instance, a collection of literary manuscripts. I think certain parts of the training, particularly that in historical methods should be the prequisite for your students.

You should know that a certain prejudice has been expressed by the Committee on Archival Training of the Society of American Archivists against library training as a substitute for historical training for archival work. Miss Rogers and I feel that this is rather more theorical than practical. Prof. Gottschalk has a copy of this report. Informulating your statements for the Graduate Library School, you might well consider this point of view. I was the first archivist who had both historical and library training so perhaps I am less sympathic with this attitude of the committee than some of my colleagues who have historical training only. There is frequently a very close tie-up between the historical library and the archival establishment. I believe that you are in a position in Chicago to train persons who might need both the historical library and the archival techniques.

We shall be very glad to discuss your program whenever it is ready. Miss Rogers and I are attending the meeting of the Inter-American Bibliography and Library Association in Washington next week. If you are there we shall probably have an opportunity to discuss this and other points with you in person.

Sincerely

ILLINOIS STATE LIBRARY
Archives Division

MCN:ED

Superintendent

THE UNIVERSITY OF CHICAGO
Graduate Library School

March 3, 1939

Miss Helene H. Rogers
Illinois State Library
Springfield, Illinois

My dear Miss Rogers:

I am enclosing a statement which I should like to submit for consideration by Miss Norton and yourself. I have discussed the matter with Mr. Gottschalk and with Mr. Merriam. The statement has the approval of both of them. I have not listed the courses which the persons would take, as Gottschalk did, because it requires considerable space to do that. I am enclosing, however, the list of the courses which would be used for our general guidance in developing a program for an individual student.

With many good wishes, I am

Sincerely,

signed Louis R. Wilson
Dean

P.S. It seemed to me that I should retain the statement with regard to the passing of the preliminary examinations for the Doctor's degree. At present we have nothing between the Master's degree examinations and the preliminary examinations for the Doctorate. We could set up a special qualifying examination for these students prior to their preliminaries, but normally it would not be more than one or at most two quarters earlier than the preliminary examinations, and the work in both history and political science would also have probably been completed.

L. R. W.

ARCHIVES INTERNSHIPS

The Archives Division of the Illinois State Library will offer a limited number of three months' internships each spring. Those internships are open to candidates for the Ph.D. degree in library science who have had special training in history in their undergraduate study and who complete certain approved graduate courses in the Departments of History and Political Science. The internships are open to such students at an Illinois university upon recommendation of the respective thesis departments. Applicants from the Graduate Library School of the University of Chicago must have passed the preliminary examinations for the Doctor's degree.

Students in the Graduate Library School will be expected to present six courses or acceptable equivalents in library science, three in history, and three in political science as prerequisites. Courses in library science will be taken from the following fields: (1) two from theory and methodology of library techniques; (2) two from theory and methodology of library administration; and (3) two from history of books in manuscript, libraries, and archives. The courses in History and Political Science will be taken in fields approved by the respective departments.

Students whose principal graduate work has been taken in the Department of History and who meet the requirements of that Department for admission to the internships may pursue courses in the Graduate Library School supplementing their work in history and political science, as set forth in the current Announcement of the Department of History.

Practical experience during the internship will be supplemented by lectures on archival technique and governmental organization. No entrance or tuition fees will be charge the student and no salary paid by the State. Interns will be expected to conform to regulations and hours of work of the Illinois State Library of which the Archives is a division.

ARCHIVES INTERNSHIPS

Courses in the Graduate Library School

1. Theory and methodology of library techniques

   a. General
      331. Principles of Bibliography
      341. Organization and Methods of Advanced Reference Work
      364. Classification and Subject Cataloging
      367. Physical Administration of Book Collections
      377. Administration of Technical Operations

   b. Special
      333. Diplomatics for Librarians
      338. Problems in Curatorship
      339. Vernacular Paleography

2. Theory and methodology of library administration

      382. University Library Administration
      383. Library Administration I
      384. Library Administration II

3. History of books in manuscript, libraries and archives

      335. History of Libraries
      336. History of Books in Manuscript

I think this statement is acceptable. At first I thought it might be confusing to the students to have different curricula in the various departments and that it might be well to say here that the library School course [illegible] for manuscript curatorship, more specifically. I decided, however, that since we should be dealing with only a few individuals we should advise them as individuals.

The weakness of the course in the theory of [illegible] which will have to be given here. Shore we can arrange for Dr. Winton to give his course, either here or [illegible].

MCH

The University of Chicago
Graduate Library School

LOUIS R. WILSON
DEAN

April 7, 1939

Miss Margaret C. Norton, Superintendent
Archives Division
State Library
Springfield, Illinois

My dear Miss Norton:

Would it be possible for you to send me a copy of your reprint dealing with the scope and functions of the State Archives department? I could use two copies very effectively. Would it also be possible for me to secure a copy of the report of the Committee on Archival Training? I should like to have one if one is available.

With best wishes, I am

Sincerely,

Louis R. Wilson

Louis R. Wilson
Dean

The University of Chicago
Graduate Library School

LOUIS R. WILSON
DEAN

April 12, 1939

Miss Margaret C. Norton
Superintendent of Archives
Illinois State Library
Springfield, Illinois

My dear Miss Norton:

Thank you ever so much for the copies of your paper on "The Scope and Functions of a State Archives Department" and of the report of the Committee. I am glad to have both articles.

Under separate cover I am sending you a copy of our new catalog which will show how we have handled the material with regard to the internships.

Sincerely,

Louis R. Wilson

Louis R. Wilson
Dean

From the desk of—
HELENE H. ROGERS

C
O
P
Y

THE UNIVERSITY OF CHICAGO

April 21, 1939

Miss Helene H. Rogers
Superintendent of Library Divisions
Illinois State Library
Springfield, Illinois

My dear Miss Rogers:

Thank you for your letter. Seemingly you are right with regard to the courses to be given by Dr. Butler in the spring of 1940. The statement about the archives internships was available only in time to get it in the page proof and I did not check it with the teaching schedules as they had been fixed quite in advance on the basis of residence schedules.

The difficulty is, however, not as great as I imagine it appears to you. First of all, if a student were to wish to prepare himself for the internship, it is possible that he would already have taken the courses during the present year. I am referring now to library school students; it would not apply in the case of people coming up through history. In the event, however, students came up through history, Dr. Butler could handle them through individual conferences under our general courses heading 410 in a preceding quarter. It seems to me that it is quite improbable that there can be more than one or two people who can possibly qualify, either through history or through the Library School, before 1940-41 unless they are already well on with their work and have covered courses which are required by the three departments involved. For example, if one of our students were to elect to prepare for the internships next spring and did not have the specified courses in history and political science, it would require both the Autumn and the Winter Quarters to prepare for the work in history and in political science. The probabilities are that the schedules in those departments have been arranged in such way as to make that practically impossible. I hope that this statement will at least relieve you somewhat and that a satisfactory way out may be found in the event students do offer themselves for the internships.

Sincerely,

Louis R. Wilson
Dean

1945
Sent to Mr White,
U of C Librarian

Archives Internship

Illinois State Library

**

In 1939 the Illinois State Library offered, in conjunction with the Graduate Schools of the University of Chicago, an internship for prospective archivists. At that time there was no formal training offered in this field at any university, though the National Archives was offering some practice work at Washington. There seemed to be a field for training for a more general type of work than that of the National Archives - for state and county archival work which might combine historical society work with the archives. It was felt that the Illinois State Archives, with its close cooperation with the Illinois State Historical Library, was a suitable place to make such work practical. We felt that the students could and should get as much theoretical training as they needed at the University. Dr. Butler's courses in the "Problems of Curatorship", the courses in bibliographical technique, and of course the foundation courses in history and political science could be taken at the University, but we felt that a course of lectures on archives without examples at hand would not be practical. You have seen the announcement in the Chicago announcements.

The plan for the archives internships was never developed in detail because the interest in archival training died down as the depression in the teaching field was ending and the National Archives staff was filled. We intended to adapt the work to the background of individual students. In general, our plan was as follows:

The internes were to be here three months, keeping the same hours and observing the same regulations as other members of the staff. They were to meet with the archivist for one or two hour seminars, five days a week. They were to be allowed some time for study, especially when set to work out theoretical problems. So far as possible lectures were to be coordinated with work assigned, but it was expected that that would be difficult. As we were at the time these internships were under discussion, in the process of moving into the Archives Building, we could at that time give practical experience in every phase of the work from making preliminary inventories and selections of records for transfer through all the steps to patrons' use of the archives.

The lectures were to have followed approximately the following outline (later used in my course at Columbia):

I. Introduction:
   a. History of the archives movement
   b. Principal archival establishments of the world
   c. Definitions

II. General literature
   a. Periodicals
   b. International conferences
      1. St. Gall, 1898
      2. Brussels, 1910

II. General literature (cont'd.)
c. Society of American archivists

III. Administration
a. Philosophy of archives
Distinction between historical manuscripts and archives.
Archives and libraries
Public documents as archives
When does a record become an archive?
Public, ecclesiastical, business and other public archives.
b. Scope and functions of the archives department
c. Laws relating to archival establishments
d. Training of archivists
e. Terminology

IV. Accessions
a. Means of acquisition
Approach to officials and private owners
Gifts; purchases
Replevin
Private and quasi-public papers in the public archives.
b. Transfers of archives
Archivist's authority to accept transfers
Preliminary inventories and surveys
Checking and recording of accessions
Receipts
c. WPA projects and government agencies
1. Historical Records Survey and its predecessors
2. Survey of federal archives
3. Other historical agencies, as National park service.

V. Classification and Description
a. Classification
1. Principle of provenance
2. Filing
3. Call numbers and other identifying marks

b. Cataloging
1. Archives
2. Manuscripts (including calendaring)
3. Microfilm
4. Seals
5. Allied materials
c. Indexing

VI. Physical care of records
a. Buildings and equipment
1. General considerations
2. Historical museums
3. War and archives
b. Materials
1. Paper
2. Parchment
3. Papyrus
4. Inks

VI. Physical care of records (Cont.'d)

c. Repairs
d. Binding and packing
e. Fires and floods
g. War and archives
f. Pests: insect and bacterial

VII. Servicing archives
a. Reference use
1. Historical
2. Departmental
3. Genealogical
b. Policies
1. Rules and regulations
c. Legal implications
1. Power of replevin
2. Right of access; restrictions on use
3. Archives as legal evidence
Effect of adverse possession: British and Continental theories contrasted.
d. Copies
1. Restrictions on reproduction
2. Certified copies

VIII. Scientific aids
a. General; Photographic
1. Detection of forgeries
2. Deciphering of charred documents
3. Restoration of faded or obliterated writing, etc.
b. Microphotography
1. Applications
2. Technique
c. Photostat and other forms of photography
d. Microprint
e. Auxiliary sciences: historical criticism; diplomatics; epigraphy; palaeography, etc.

IX. Publication
a. Selection of materials for reproduction
b. Policies with respect to publication by others
c. Selection of media
1. Print, near-print, facsimile reprints, micro-photography, microprint, multigraph, mimeograph.
2. Where to print
d. Editorial methods.

X. Reduction of records
a. Who to select material for destruction
1. Central registry; departmental executives
2. Commissions
b. Authorization for destruction
c. Categories

XI. Local and private archives
a. Centralization vs. localization
b. Relations between the archivist and local officials
1. Inspection
2. Standards
3. Publicity campaigns
c. Types of records

XII. Special types of records
- a. Private manuscripts
- b. Business archives
- c. Church records
- d. Public documents
- e. Maps and charts
- f. Motion pictures and sound recordings
- g. Newspapers
- h. Picture collections
- i. Transcripts from other archives
- j. Miscellaneous

The practice work was to include (in order most suitable to the progress of the student and the needs of the Archives Department:

I. Inventories
- Students were to work with HRS workers in some State vault, taking inventories.
- Information to be taken for various kinds of inventories and methodology in general to be acquired through actual practice.
- Selection of records for transfer was to be discussed with the student in seminar at the proper place in the lecture course.

II. Transfers of records
- Students were to work under direction of the Receiving Room Clerk during the actual transfer of the records from some department. This would include not only learning to operate the fumigator and cleaning machines and observation of methods of handling records expeditiously but also some of the manual labor involved.
- They were to assist the Assistant Archivist in checking in records, preparation of receipts and accession records, packing of containers, making of labels, etc.

III. Preparation of Documents

A. Repair of Documents
- To repair documents under direction of Repair Clerk, to oil leather volumes, do miscellaneous repair jobs.
- To work a couple of days in the State Library Repair Department to learn methods of repairing bound volumes.

B. Classification of records.
- This would be a classroom exercise rather than actual work. It would include selection of records on basis of relative legal value, compilation of classification schemes from inventory lists.
- Students would also handle actual sorting and arrangement of records under the personal supervision of the archivist. This would include preliminary sorting, filing, unfolding, preparation of folders, etc.

III. Preparation of Documents (Cont'd)

C. Cataloging, calendaring and indexing
Considerable time would be spent in actual work along these lines. This would be closely tied up with seminar work, and done under the direct supervision of the archivist. At least half the student's time would be occupied in this field, to give him as much practical experience as necessary.

D. Applications of Photography to archival work
The student would observe microfilming and photostat processes and might assist the Photographer, but he could not be given the technique. This could and presumable would have to be obtained elsewhere. The emphasis for the student would be upon observing the various applications of the technique to the uses to which it would be put, and to methods of directing the Photographer to turn out work which would satisfy legal and other demands.

E. Reference Work
The student would be assigned to regular Reference Room duty throughout, with the idea of finding out what technique he would need to meet the various demands of patrons. At first he would work chiefly as a page, to locate and bring to the desk the records called for. Gradually he would be allowed to take over reference work under the supervision of the Assistant Archivist. He would also work on reference problems, not only those coming in while he was in residence, but also theoretical questions.

F. Illinois Documents Room.
He would also be assigned a certain number of hours to assist the Document Librarian in compiling lists, cataloging, reference work, etc.

G. Some practice work in the State Historical Library, chiefly reference work and work with maps and manuscripts, was to be done under the direction of the Librarian. Details had not been worked out for this.

We had hoped that a student could use the records of one State Department as a sample, right through, so that he could see all the steps needed to make them fully available. He could not, in three months' time do everything needed for those records, but he could spend a certain proportion of time in each phase of the work on that series so that he would get an overall picture. The practice work, however, would have to be subordinate to the needs of the Archives Department at all times. Such a program would be impossible now from any but a theoretical point of view, since we now are no longer receiving huge transfers from the departments, and much of the work of preparation has been completed. From our point of view an interne today would probably add more work than his services would be worth to us. However, it would still be practicable, and from his point of view perhaps more valuable to him, if practice work were planned on a theoretical basis.

Training of Archivists--In-Service Courses, 1943-1945

Archives Course Given at

Illinois State Archives
1943

Lecture I. Introduction
- Purpose of the Course
- Archival Training in America
- Point of view of course: the person who has archives to administer
- What is meant by term archives
- Chief works on American archival technique

Lecture II. History of Archives movement in U. S.

Lecture III. Archival legislation

What legislation needed
1. Act creating the agency
   - Types of archival agencies
   - Governing bodies
   - Organization of department
   - Definition of powers over records
   - Official seal
   - Other duties

2. General records acts
   - Forbidding destruction, etc. without authority
   - Method of disposal of records
   - Use of photography
   - Papers and inks
   - Reconstitution of lost records, etc.

Lecture IV. First steps in organizing an archival agency.

The archivist must know
- How his government operates
  - Sources of information
  - Compilation of a history of the government
- What records are extant
  - How to make surveys

Lecture V. Accessions Procedure.

Preliminary arrangements with departments transferring.
Receiving room procedures
- Fumigation
- Cleaning
- Receipts
- Accession lists

Lectures VI - VII Classification

Lectures VIII- X. Finding media: theory and practice
- Inventory (or shelf list)
- Guides
- Catalogs
- Name and other indexes
- Transcripts

Lecture XI. Physical Care: Building; War planning a
Planning an archival building
Protection against external hazards

Lecture XII. Packing
Equipment
General considerations
Containers
Folders, etc.

Lectures XIII - XV. Materials: Papers inks, etc.
History of archival materials
Manufacture
Qualities wanted
Tests

Lecture XVI. Physical care: Repairs
General principles of repair
Methods of repair and evaluation of each process

Lecture XVII. County records
Signifance
Policy of State Library towards
Archival field service to county officials

Lecture XVIII. Reduction of Records
Prohibitions against unauthorized destruction
Administrative process in reduction of records
Principles of selection of records for retention and disposal
[N.B. If I were giving this course now I would devote a major portion of the time to the broader subject of Records Management, at the time this course was given not prominent in archival writing and thinking.]

Lecture XIX. Scientific Aide
Microphotography
Description of available equipment
Applications of process to archival work.
Cautions
Faded writing, deleted passages, overwriting,
Detection of forgeries, etc.
Chemicals
Infra-red and violet ray examinations
Photographic process

Lecture XX. Miscellaneous
Exhibits
Publications and facsimile reproductions of archives

November 30, 1944

MEMO TO: Miss Rogers.

I talked yesterday afternoon with Miss Kennedy about the course on the creation of records. She thinks that the best time to hold this course would be between 4:00 and 5:00 in the afternoons, and thinks that we not only will get more people but will get the people we want to attract to the course if it is held during office time. She suggests holding it in our Conference Room. We decided to schedule it for five afternoons--January 3, 10, 17, 24 and 31. This will permit more time for discussion and also give us an opportunity to take the people through the building.

She said she would like to have me prepare a statement aimed at selling the course to the directors of the code departments and suggested that I write such a statement which could be mimeographed and sent to them. I enclose such a statement--two copies--one to be sent to her, if you approve, and the other for your file.

Archivist

mcn:lk

Illinois Civil Service Commission

In-Training Courses

Record Making

Objective: Improving the quality of State records at point of creation.

Pre-requisite: For file clerks; stenographers; office managers and others who create records.

Contents:

Records versus Files. The problem: too many records and not the right kinds. Records in a democracy. What purposes do records serve and what happens when records are not kept properly. Qualities of a good records system.

Materials from Which Records are Made. Papers, carbon copies, cards, inks, typewriter ribbons, stamp pads, seals, folders, guides. Co-ordination between paper sizes and filing equipment.

Reduction of Bulk of Records. a) At the point of origin. Paper sizes, and weights, design of forms, segregation of permanent from ephemeral materials, etc. (b) Disposal of records already in existence through scientific weeding microphotography, etc.

Applications of Photographic Methods to Record Keeping. a) Photocopy. b) Microphotography. c) Other applications.

Time: After December 1st.

Place: ?

Number Meetings: Four

Instructor: Miss Margaret C. Norton, Archivist, Illinois State Library.

Illinois Civil Service Commission

In-Training Course

THE CREATION OF RECORDS

Instructor: Miss Margaret C. Norton, Archivist, Illinois State Library.

The records systems of most State offices, like Topsy, have "just growed". In the days when all documents were written by hand, records were not made unless they were important. It was therefore both necessary and possible to preserve them all. Today typewriters, carbon paper, the mimeograph, cheap printed forms and government questionnaires are piling up files in astronomical proportions.

Record laws, aimed at preventing inconvenience or loss to the State or to individuals, prohibit the destruction of any records without specific permission from the General Assembly. Under a literal interpretation of the law almost any piece of paper with writing upon it which flutters by chance into a government office must be deemed a record which may not be destroyed.

Under the present haphazard manner of creating records, our filing systems are breaking down from sheer complexity. Storage space and steel filing equipment are unobtainable on account of the war. The absurdity of treating as equally sacrosanct a deed to real estate and a requisition for a pencil creates a lack of respect for all records which endangers valuable ~~and~~ legal papers when patriotic appeals are made for waste paper.

Even a strict observance of the law does not ensure an adequate record system. Important decisions as to policies, often discussed in personal interviews or over the telephone, are not recorded, to the subsequent embarrassment of the department. For instance, almost no precedents for Civilian Defense Organization for this war were obtainable from World War I records. Just after Pearl Harbor the U. S. Census Bureau announced that probably as many as sixty million Americans could not prove their citizenship from acceptable public records.

The State of Illinois is attacking these record problems from three angles: 1) Through ~~scientific~~ selection of useless records for legalized destruction. 2) Through reduction of the bulk of records by substitution of microfilm copies for the originals. The 1943 General Assembly created the State Records Commission to accomplish those two procedures. 3) To create records more scientifically by a study of what records are essential to efficient administration, by providing for systematic and automatic elimination of records as they cease to have further value, and by transfer of ~~many~~ current records of permanent historical or legal value to the State Archives.

The purpose of this In-Training Course on the CREATION OF RECORDS is not to provide a tailor-made records system for any State department, but rather to discuss informally, some of the considerations which should be taken into account in planning for a well rounded adequate yet compact records system.

RECORD MAKING

By Margaret C. Norton

The records systems of most government offices, like Topsy, have "just growed." Records have come into existence as a by-product of government activity rather than as planned entities. In the days when all documents were written by hand, records were not made unless they were important. It was therefore both necessary and possible to preserve them all. Today typewriters, carbon paper, the mimeograph, cheap printed forms and governmental questionnaires, together with an increasing complexity of governmental functions undreamed of a generation ago, are piling up files in astronomical proportions.

Record laws, aimed at preventing inconvenience or loss to the State or to individuals, prohibit the destruction of any records without specific permission from the General Assembly. Under a literal interpretation of the law almost any piece of paper with writing upon it which flutters by chance into a government office must be deemed to be a record which may not be destroyed. This restraining law plus the fact that it is easier for an executive to order all records to the files for storage than to select the more important ones for preservation has brought a chaotic situation in most State offices. Filing systems break down be-

cause they become too cumbersome. Current records which must be kept close at hand push less frequently used but often legally important records to storerooms where at best they are jammed together in inextricable confusion, and where at worst they are destroyed by vermin, insects, heat, dampness and dirt. The absurdity of treating as equally sacrosanct a deed to real estate and a written requisition for a box of pencils creates a lack of respect for all records. When war stops the building of equipment and storage space and patriotism calls for wastepaper it is inevitable that valuable historical and legal records will be sent to the pulp mill along with the worthless papers. A destroyed record, no matter how badly needed, can no more be restored to life than a dead man.

Even departments which have meticulously preserved all their files frequently are embarrassed because certain records, now needed, were not made in the first place. Personal interviews and telephone conversations are important factors in policy making, yet they are seldom recorded. For instance, all time sheets for day laborers on the Capitol are in the State Archives but no one made it his business to preserve a copy of the plans and specifications, needed every time repairs or alterations have to be made.

When the records of the World War I Council of Defense were studied for suggestions and precedents for the organiza-

tion of civilian defense at the beginning of this war, we found a list of Liberty Bond purchases by individuals - surely a matter between the conscience of the individual and the U.S. Treasury rather than a proper State record. No useable description of the organization or operation of the old Council of Defense could be found in these files. Shortly after Pearl Harbor the U.S. Census Bureau announced that probably at least sixty million Americans cannot prove their citizenship through acceptable legal records.

Somehow departments must get control over the records of State government which cannot function effectively without them. We must replace "files" with "records!"

The State of Illinois is attacking its record problems from three angles: 1) Through selection of useless records for legalized destruction; 2) Through reduction of the bulk of the records by substitution of microfilm copies for the originals. The 1945 General Assembly created the State Records Commission to accomplish these two procedures; 3) To create records more scientifically by a study of what records are essential to efficient administration, providing for systematic and automatic reduction of records as they cease to have further value, and by transfer of non-current records of permanent historical or legal value to the State Archives.

Reduction of the bulk of records already in existence through destruction of worthless records, by microphotography

and other means was discussed in articles which appeared in the March and April 1944 numbers of Illinois Libraries.

The word "record" has been defined as "an artificial memory." In seeking to obtain control of records, the first point to decide is what forms of artificial memory are needed for efficient administration.

So much has been said about records as historical source materials that some conscientious officials fear to recommend the destruction of any record lest some precious fragment illuminating the biography of a now unrecognized Lincoln might be destroyed. Government records are the principal and sometimes only historical source materials for the pioneer period. For example, no effective social history of the United States could ignore the rich vein of information to be found only in the archives of the county court houses. The historian of the future who writes about life in America today, however, will not have to depend wholly or even largely, upon government records. He will also find as source materials newspapers, periodicals, books, photographs, newsreels and sound recordings.

The head of a State department, therefore, need not concern himself with consciously created history. Rather, it is his duty to determine what records - "artificial memory", if you will - are necessary for the most efficient administration of his office and for the information of his successors.

Records in a Democracy

In this connection one should be mindful of the implications of democracy as that affects records. In a monarchy or totalitarian system of government the people are creatures of the State, and the records of government belong to the rulers not to the people. In a democracy, on the other hand, the people delegate the functions of government to their officials, who do not own the records which result from their activities, but merely act as custodians of the records on behalf of the people. Since government functions for the benefit of the public, the people have a right to demand that their citizenship and property rights as individuals, and their communal property rights as administered by the government shall be protected by the creation and preservation of proper records. Only the duly elected representatives of the people, the General Assembly, may authorize the destruction of government records. A further implication of democracy is that the records of the government are public records, open to inspection by anyone who applies to see them, subject only to reasonable restrictions as to hours of access and protection against theft, alterations or other physical hazards. Use of government records may be restricted as confidential only when public inspection would obviously be injurious to the public or

to private good - as in the case of certain confidential corporate statements of earnings used as a basis for taxation, or pardon papers. The power to withhold such categories of records as confidential must be specifically granted by law.

Forms Which Records Take

Before attempting to make concrete suggestions for record organization, it may be helpful to discuss the principal purposes for which records are made as expressed in the forms they take. No State department makes all the following types of records, but all make some of them.

1) Registers of documents which do not take effect until those documents have been "entered as of record" in a specified public office. The oldest record in the Illinois State Archives, probably one of the oldest if not the oldest extant civil record west of the Alleghanies is the register of contracts, property settlements, donations, etc., kept by the successive notaries at Cahokia from 1734 to 1763. A large proportion of the records kept by certain county officials fell into this category. Deeds and mortgages, for instance, are recorded by making full copies of the originals in bound volumes, after which the originals are given a dated and numbered file mark and returned to the owner of the instrument. An unrecorded deed has no legal effect, but loss of the ori-

ginal deed does not invalidate ownership because the legal record is the copy in the County Recorder's Office. Laws governing the manner of recording and indexing of such records are rigid and detailed. In the case of some records, such as wills, both the original instrument and the official record copy are preserved in official files. Occasionally as in cases where printed forms are involved, the law permits filing the original in the archives of the department and merely registering the fact of filing as opposed to copying in extenso. There can be no doubt that these are true records which should never be considered for destruction, and which should be given the best possible physical care. TP These official copies of recorded instruments are increasingly being made by photographic processes, the most popular being photocopy. Such copies, since they are facsimiles, have been made legally acceptable as evidence in court. The Corporation Department of the Secretary of State, for instance, records documents relating to incorporations, amendments to charters and other documents affecting corporate powers, by photocopy. Some space economies can be effected through photocopying on both sides of the sheet and reducing the size of the original slightly. Making such records on microfilm only is frowned upon because of inconvenience for quick consultation and the danger of mutilation of the record by scratches on the film.

In general, we must plan space for the permanent preservation of such records in the form in which they are made. Microfilm copies of the official copies or of the original records, however, kept in some other repository, are a desirable and cheap form of insurance in case of loss of the original files through fire, flood or other catastrophe.

2. Registers. Black's Law Dictionary defines a register as, "A book containing a record of facts as they occur, kept by public authority; (e.g.; a register of births, marriages and burials." Registers of one kind or another are made by most government offices. There are the simple diary forms of which the most conspicuous example is the executive register kept by the Secretary of State, "a fair register of all the official acts of the governor," as the law puts it. This record, started in 1809, is being kept today. Generally the more important of these registers are preserved in their original form. Sometimes, however, where the registers are not referred to frequently, the register can properly be made on microfilm. An example is the record of warrants issued by the State Treasurer, made on 16 millimeter film. It should be noted, however, that in this case parallel records - the warrant records - are kept by the Auditor of Public Accounts in ledger form.

The most frequent form taken by registers of official acts is the official list of licenses granted by the depart-

ment. Such registers range in importance from hunting and fishing licenses and tavern permits to civil service registers, licenses to practice professions, and records of incorporations. Generally speaking registers of licenses should be considered permanent records, at least so far as their contents go. Applications and other documents which accompany these license registers may or may not be treated as permanent records. Documents relating to corporate rights should be preserved indefinitely; those protecting individuals in personal rights and privileges should be preserved at least for the lifetime of the individual. Documents other than registers relating to licenses which are primarily a form of taxation, as for instance motor vehicle licenses, can generally be destroyed after an appropriate term of years.

A third type of registration is the registration of acts of other governing bodies, matters which do not take effect until registered with a designated official or body. For instance, a corporation, chartered or licensed to do business in the State, by the Secretary of State, may not do business until that authorization has been recorded by the recorder of the county where its home office is located. The official register of names of cities, towns and villages are recorded by the Secretary of State. Local bond issues are sometimes required to be registered with the Auditor of Public Accounts.

A fourth and very important type of registers are the statistical records of sociological importance which, in the words of Black's definition are, "a record of the facts as they occur, kept by public authority." The most conspicuous examples are the vital statistics collected under the supervision of the State Department of Public Health, and the census records by the Federal Government. The physical type forms in which such records are kept is not so important as the fact that the contents of these records must be preserved at all costs.

3). Minutes, Proceedings and Debates of boards, commissions and other official bodies acting as a group made up of individual members. Registers record the decisions reached; minutes, proceedings and debates record the manner in which the decisions are reached. Minutes, frequently but incorrectly used as a synonym for proceedings, are technically the rough notes taken during a meeting by the clerk, used as a basis for writing the formal proceedings. Proceedings record the form and manner of conducting the business of the board, commission, etc. Proceedings are properly required to be legalized by the signed approval of the president, after giving the members an opportunity to make corrections. The minutes from which the journals are made up, therefore are not considered records and are generally not preserved. The most conspicuous example of proceedings are the Journals of the House and Senate. Proceedings should be preserved as permanent

records, though the originals of relatively unimportant bodies could be preserved in the form of certified microfilm copies. Proceedings merely note that speeches were made by certain persons. Debates record the text of the speeches. The Congressional Record is an example of debates. The Illinois General Assembly does not at present record its debates, for which it is necessary to rely upon newspaper accounts.

The documents presented to the board for its consideration, often called "docket files" should be preserved as long as the record of proceedings which they illuminate. From an historical point of view these docket files are often of greater value than the proceedings.

4. Judicial records are similar in nature to the records of boards, commissions, etc. described above. The terminology and methods of preservation are different, however. Judicial records include not only such obvious records as those of a court like the Supreme Court, but also of the judicial functions involved in enforcing laws through investigations of complaints. Some State departments like the Illinois Commerce Commission function primarily as though they were courts, to which the administrative divisions of the department can be conceived of as fact finding or research bodies attached to the court.

Other departments, like the State Department of Labor, have a separate judicial body (in that case, the Industrial

Commission) which act as an adjunct to administration. The Department of Labor administers the workmen's compensation act, basing the administering of awards upon fact finding in relation to the merits of each individual case by the Industrial Commission.

Judicial bodies keep as records, dockets, records of decisions and "case records." "Case records" comprise petitions, complaints, transcripts of evidence presented, reports to the court, etc., and are called "case records" because all documents bearing upon each case are filed together as a unit. Once more the importance of the governing body and the nature of the cases determines the length of time such records need to be kept. Ordinarily dockets and records of decisions are considered permanent records. Case records of courts are also kept indefinitely. Judicial procedures relative to enforcement of acts through investigations of complaints and similar procedures generally result in case records which can be destroyed periodically.

5. Administrative records comprise, first, those "housekeeping records" common to all business - bookkeeping records concerning receipts and expenditures, personnel records, and the like; second, correspondence; and third, those administrative records peculiar to the respective departments which enable them to carry on their governmental functions effectively.

In so far as administrative records include the first four

categories of records described above, the amount of control over the creation and limitation of the bulk of records by the department is limited. It is the miscellaneous records lumped together here under the general heading "Administrative Records" which create most of the problems of control. Since a discussion of the methods for controlling the bulk of Administrative Records would be confusing at this point because of its length, that subject will be treated in a future issue of

6. Reports, including reports made to the Department by other agencies, public and private, reports made by the Department to other agencies, and intra-Departmental reports. Both printed and manuscript reports may be considered archival material. It is impossible to generalize concerning a retention policy for reports since they vary greatly in purpose and importance.

"Library and museum material preserved solely for reference or exhibition purposes and stocks of publications and processed documents are not considered 'records.' There are many types of non-record materials that should never be allowed to accumulate in the files. It is difficult to enumerate with any degree of certainty the specific types of material that could be considered of non-record character, because some types of

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5. Research data used as the basis for a government report is not considered record material. Because that data may be useful in connection with studies of allied subjects, it is sometimes desirable to deposit it in the State Archives or some university.

6. Non-Record Material. The following paragraph is quoted from the excellent manual entitled Disposition of Official Records issued Sept. 1944, by the U.S. Department of Agriculture, Office of Plant and Operations, p.2.

"Library and museum material preserved solely for reference or exhibition purposes and stocks of publications and processed documents are not considered 'records.' There are many types of non-record materials that should never be allowed to accumulate in the files. It is difficult to enumerate with any degree of certainty the specific types of material that could be considered of non-record character, because some types of

documents would have record character, and some would not, depending upon their use. If it is intended to keep them for future information, or action, they assume record character. The following, however, are a few examples of the kind of material that ordinarily would not be construed as 'records', and therefore may be disposed of without the required authority:

"1. Extra copies of papers used solely for conveniences of reference. This may include so-called 'reader file' copies, 'tickler' or 'follow-up' copies, if their use is essentially temporary.

"2. Informational memoranda and transmitted letters that do not serve as bases for official actions.

"3. Preliminary drafts or work sheets that do not represent uniquely significant steps in the preparation of other documents.

"4. Stocks of blank forms.

"5. Surplus copies of mimeographed, multilithed, printed or processed circulars and memoranda.

"6. Routine requests for publications, and acknowledgments."

The Creation of Records

The first step in gaining control over records is to determine what records are necessary to present day efficient

administration, and what form they should take. Until after these facts have been determined, it is advisable to forget about existing files. A review of present files to determine their effectiveness will then be in order. The first step in the official planning of the files should be ~~se-~~ to list ~~that~~ the duties of the Department and the manner in which the law specifies this duty shall be performed, also what records are specifically required by law to be kept. Having in mind the divisional organization of the Department, which, it is to be hoped is both a logical and effective division of functions, ~~duties~~, the planner should decide on a theoretical basis, what files should be created. While doing this he should be mindful of how long the respective records need be kept in original form, which records may be reduced by microphotography and which records can be destroyed completely after what respective intervals. In planning his filing units he should arrange for a complete and automatic segregation of records in the respective disposal periods. When non-permanent records are filed with permanent records the amount and quality of the labor involved in weeding them out is so great it becomes necessary to preserve the entire file. This admixture of ephemeral and permanent records is the greatest single factor in the unwieldy growth of records.

A second point to be considered in connection with the outline of the records system of the Department is what records parallel to them are required to be kept by some other Department. If the records are duplicated elsewhere, which is the official permanent copy? If the original and legal copy is in some other Department, then your copy may be required to be preserved only so long as it serves the administrative purposes of your own office. If, on the other hand, your copy is the copy which would be taken to court, you owe it to other Departments involved that that copy be preserved, if not permanently, at least so long as it could possibly affect any other Department. If the original and official copy is required to be kept in an institution under your or some other Department, it is wise to treat the copy in the main departmental office as if it were the official copy. Judging by past experience, heads of State institutions are apt to be less records conscious than departments at the State Capital, and they are more likely to be the victims of so-called "efficiency experts" who order promiscuous and ruthless destruction of "that trash" without any realization of its importance.

After the theoretical organization of filing units to be set up has been completed, but not before, the commercial filing experts may be called in. Their business is to devise

efficient filing procedures within the individual filing units. They can sometimes make helpful suggestions for organizing those financial and personnel records which are common to all private and public business offices. They cannot be expected to know the intricacies of administration of a department which has duties different from those of any other department in this or any other State. Even though there seem to be parallels in administration, there are differences in details which affect records quality as to contents, lengths of time records should be preserved, etc.

No one but a person who understands all the technicalities of each administrative unit should presume to set up future filing units. Our military occupation authorities are even now handicapped because after the last war a filing expert recommended a 'consolidation' of the files of one division of the U.S. War Department. This reorganization of the files was along subject lines, a beautiful example of logistics. But, unfortunately, that particular line of division is not the way the War Department operates.

One other point should be borne in mind in employing these filing experts. Some, though of course not the best, install filing systems that have been tailor made by their companies, which require the purchase of their own folders, guides, etc., and which may or may not be the most efficient kind of filing

for a particular type of record. The ease of filing by a particular system is used as a selling point, but this sometimes ignores the more important point of ease and speed in finding a document once filed. A filing system is inefficient that requires too many cross references; that encourages a file clerk to file under the name of the individual who happens to sign a letter, rather than under the institution or corporation involved; that files alphabetically when reference to the file is always geographical or chronological. There is no substitute for the experience and knowledge of the executive who is going to use the file. Neither is it true that filing is the job for a clerk who does not fit into any other part of the organization. Logical organization of filing units and a good system of filing within each unit are the most important elements in getting control of records.

IMPROVE YOUR RECORDS SYSTEM!

Are YOUR files burdened with useless material? Do you retain unimportant current matter for a long period of time, matter that could safely be discarded? - PLAN TODAY to attend the in-service training class in "Creation of State Records," a class in which you will discuss informally the problems of creating records, and consider the need for a well-rounded, adequate, compact record system.

* * * * * * * *

TIME: 4:00 to 5:00 P.M. every Wednesday during January

PLACE: Conference Room, Archives Building

INSTRUCTOR: Margaret C. Norton, Archivist with the Illinois State Library, nationally known authority in the field

NO CHARGE FOR ATTENDING!

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Advance registration is not necessary but persons intending to participate are strongly urged to attend the first meeting, January 3, 1945.

For additional information call the Illinois Civil Service Commission

Phone: 6651 - station 8373

COURSE ON "CREATION OF RECORDS"

A short course on the "Creation of State Records" was included among the In-service training courses for State employees sponsored this winter by the Illinois State Civil Service Commission. The instructor was Miss Margaret C. Norton, State Archivist, of the staff of the Illinois State Library, and lectures were held in the Illinois Archives Building every Wednesday during January from 4 to 5 P.M. No tuition was charged and no formal registration required. Unlike most other courses in this series, this one involved no prerequisites and carried no university credit.

The course was aimed at chief clerks, head file clerks, secretaries and other persons responsible for the creation of records. The smallest attendance, 45, was at the first meeting, the largest, 65, at the fourth lecture which was on photography in record work. Thirteen State departments sent representatives, among whom the largest groups were those from the Department of Public Health (16), Civil Service Commission (9), Department of Public Welfare (8), and State Library including Archives staff (13). Fifty-eight signed to receive copies of supplemental printed and mimeographed matter.

Bulletins descriptive of all courses being offered and a poster advertising this course were distributed to all State departments by the State Civil Service Commission. The poster read in part as follows: "IMPROVE YOUR RECORDS SYSTEM! Are YOUR files burdened with useless material? Do you retain unimportant current matter for a long length of time, matter that could safely be discarded?--PLAN TODAY to attend the in-service training class in 'Creation of State Records,' a class in which you will discuss informally the

problems of creating records, and consider the need for a well-rounded adequate, compact record system." The weekly "Civil Service News Letter" carried reviews of each lecture.

So far as is known, this is the first course of this sort presented by a State archival agency to other State officials. The following outline may be suggestive to those planning similar lectures.

The Creation of State Records

A Syllabus

Lecture I. Records versus Files.*

A. Introduction

1. The necessity for controlling the bulk of records
2. Methods of control
   a. Authorized destruction of worthless records
   b. Reduction of bulk through substitution of microfilm copies for originals
   c. Selective creation of records, disposal schedules
3. Definition of term "Records".
4. Records as historical source material
5. Records in a democracy

B. Forms which records take.

C. The creation of records

1. Planning a records system
   a. Determining what records are necessary.
   b. Segregation of temporary from permanent files at point of origin.
2. The filing expert
   a. When to call in
   b. What the filing expert should and should not be expected to do.

Lecture II. Control of Administrative Records.**

A. Suggestions for controlling bulk and ensuring adequacy of records.

*This lecture was published in the February 1945 issue of Illinois Libraries.

**This lecture was published in the March 1945 issue of Illinois Libraries.

Lecture II. (contd.)

1. Housekeeping records
   a. Accounts
   b. Personnel records
2. Correspondence
3. Printed forms
4. Weeding versus destruction of files

B. Select bibliography

Butler, Ladson and O. K. Johnson. Management control through business forms. N.Y. Harper and Brothers, 1930.

Tennessee Valley Authority, Office service department. Records program: Records administration and archival service for the Tennessee Valley Authority. (Knoxville?, 1943.
See also Sterman, C. A. Records administration in the Tennessee Valley Authority (American Archivist. Oct. 1944 v.7 p.236-242)

Sterman, C.A. Organization of files service in a large agency. (Committee on public administration of the Social Science research council. Case reports in public administration. No. 85. (1944)

U. S. Department of Agriculture. Office of Plant and Operations. Procedure Manual for Records Management.

U. S. Civil Service Commission. Interdepartmental Committee on Records Administration, prepared by the Interdepartmental committee on records administration sponsored by the U. S. Civil Service Commission. Washington, August 1944.

U. S. Civil Service Commission. Division of Training. Warizing correspondence and its management ... by Charles H. Siemann, prepared for Inter-agency correspondence management conference. Issued and available through the Division of training, United States Civil Service Commission. Washington, November 15, 1942.

Lecture III. Record Materials.

A. Paper

1. Select bibliography

Bradner Smith Co. Paper and printing facts. Trade journal of a wholesale paper company. Publication suspended. Articles by Wheelwright and Hunter in numbers from 1937-39 treat a very technical subject in popular style.

Lecture III (contd.)

A. Paper (contd.)

1. Select bibliography (contd.)

L. L. Brown Paper Company. Facts about paper values. (Adams, Mass. [1933]).
See also its trade journal: Permanence.

Byron Weston Co. The story of a trade mark. Dalton, Mass. (1944)
A booklet containing a reprint of a series of illustrated articles on manufacturing processes which originally appeared in its trade journal: Weston's record, v.18-19.

Grant, Julius. Books and documents: dating, permanence and preservation. London, Grafton & Co. 1937.

Hunter, Dard. Paper making: the history and technique of an ancient craft. N.Y. Alfred A. Knopf, 1943.

Kimberly, Arthur E. and S. F. Scribner. Summary report of Bureau of standards research on preservation of records; issued May 9, 1934. Washington 1934. (U. S. Bureau of standards. Miscellaneous publication No. 144)

Rasch, R. H. Comparison of natural aging of paper with accelerated aging by heating. (U. S. Bureau of standards. Journal of research. Dec. 1933. v.11 p.727-732)

Reichert, Gunther. The durability of paper. (Library quarterly 1938. v.8 p.510-520)

Wheelwright, William Bond. Printing papers; with a foreword by Otto C. Kress. Chic. Univ. of Chicago Press 1936.

2. Selection of paper for records

a. Various kinds of pulps and characteristics of each.
b. Differences between book and writing paper.
c. Manufacturing processes as they affect qualities.
d. Judging qualities.
e. Recommended weights and grades for various uses.

B. Inks

1. Select bibliography

Burt, Harold S. Specifying inks and papers for government offices. (American Archivist. Apr. 1940. v.3 p.102-106)

Connecticut. Examiner of public records. Biennial reports, especially for years 1914, 1938.

Grant, Julius. Op. Cit.

U. S. Bureau of Standards. Inks. Washington, 1940. (Its Circular No. C426)

Lecture III (contd.)

B. Inks (contd.)

2. Characteristics, qualities sought, how to judge.
   a. Writing inks
      1) Carbon inks
      2) Iron-gallotannate or iron gall inks
      3) Dye inks
   b. Copying inks
   c. Printing inks
   d. Stamp pad and numbering machine inks

C. Typewriter ribbons

1. Select bibliography

Waters, C. E. Typewriter ribbons and carbon paper. Washington 1941. (U. S. National Bureau of Standards. Circular C431)

2. Manufacture of ribbons; qualities for varying needs; how to judge ribbons

D. Carbon papers

1. Select bibliography

Waters, Op.Cit.

2. Selection of carbon paper
   a. Grades, weights and hardness and when to use each
   b. Testing paper
   c. Treatment against smudging

Lecture IV. Applications of Photographic Processes to Record Making. Lecture with demonstrations and exhibits.

A. Three processes in common use

1. Photocopy

2. Microphotography, microprint

3. Scientific aids for bringing out hidden charred or faded writing, detecting forgeries, etc., such as the use of microscope, infra-red and violet rays, etc. (Points under this item merely mentioned but not discussed as being archival rather than # departmental processes)

B. Photocopy

1. Definition. Distinction between photocopy and microphotography.

Lecture IV. (contd.)

B. Photocopy (contd.)

2. Principal types of available equipment.
3. Cost of equipment and materials
4. Advantages and disadvantages of process
5. For what purposes to use Photocopy

C. Microphotography and Microprint

1. Caution against high pressure salesmanship not based upon an understanding of the limitations of the process or applicability to records problems involved.

2. Principal cameras on the market; their cost

3. Reading the copy
   a. Magnifying glasses and viewers
   b. Reading machines
   c. Enlargements on paper
      1) Speed and ease of making copies a factor in deciding whether to use microphotography
      2) Available equipment and its limitations; postwar probabilities

4. Readex microprints
   a. Developed as a cheap method of book publication
   b. Possible applications to record work

5. Applications of microphotography
   a. Select bibliography (copies distributed to class)
      Norton, Margaret C. Microphotography and county records. (Illinois Libraries. December 1944. v.26 p.505-509)
      Illinois State Library. Archives Department. Using microphotography to reduce the bulk of records. January 1945. (Mimeographed bulletin)
   b. Legal aspects; acceptance by courts; certification
   c. Limitations of microphotography
   d. What shall we microfilm?
   e. Destruction of original records after microfilming

Lecture V. Disposition of Records

A. Select bibliography

Bahmer, Robert T. Scheduling the disposition of records. (American Archivist. July 1943 v.6 p.169-175) Also issued by the U. S. National Archives as a part of its Records administration circular No. 2.

Lecture V (contd.)

A. Select bibliography (contd.)

Beers, Henry P. Historical development of the records disposal policy of the federal government prior to 1934. (American Archivist. July 1944 v.7 p.181-201)

Brooks, Philip C. The retirement and disposal of federal records. (Interdepartmental committee on records administration sponsored by U. S. Civil Service Commission. Preliminary reports of sub-committees on records administration. Washington, August 1942. Report IV p.41-61)

Brooks, Philip C. The selection of records for preservation. (American Archivist. Oct. 1940. v.3 p.221-234)

Crittenden, Christopher C. and Nell Hines. The disposal of useless state archives. (American Archivist. July 1944. v.7 p.165-173)

Interagency records administration conference, Washington, D. C. Scheduling records for disposition. (Washington, 1944. 12 p.

Norton, Margaret C. Disposal of records. (Illinois Libraries. March 1944. v.26 p.120-124)

Norton, Margaret C. Reduction of records. (Illinois Libraries. April 1944. v.26 p.152-157)
Copies of Illinois Libraries for Mar. and April 1944 were distributed to the class at the fourth lecture)

Ullman, Morris B. Records of a statistical survey. (American Archivist. Jan. 1942. v.5 p.28-35).

U. S. Adjutant General's office. Records administration: Disposition of records. Washington 1944. 144 p. (War Dept. Pamphlet No. 12-5)

U. S. Agriculture Department. Office of Plant and Operations. Disposition of Official Records. O.P.O. Pub. No. 1 (Rev.) Issued Sept. 1944.

U. S. Civil Aeronautics Board. Schedule Governing Preservation of Accounting Records, and Memoranda of Air Carriers, November 15, 1943. Washington 1943. 12 p.

U. S. Office of Civilian Defense. Procedure for Preparation of Records for Shipment to Washington 25, D.C. Washington 1944. 12 p. (Disposition of records when dismantling field offices of OCD)

U. S. National Archives. Miscellaneous Processed and Printed Reports, Circulars, etc. too numerous to cite in detail.

U. S. Post Office Department. Files and Records (U. S. Official postal guide, 1943 p.133-145).

Lecture V (contd.)

A. Select bibliography (contd.)

U. S. War Department. Disposition of Records Prior to Departure for Overseas. Inspector General's Office, Information Circular 4: 71-74 (Apr. 1944)

U. S. War Department. Microfilming of Records for purposes of preservation. Washington 1944. (Circular No. 177)

B. Three methods of gaining control over records (see Lecture I)

C. Schedules for retention and disposal of all records.

1. Procedure for compiling
2. Advantages of Records schedules
3. Preliminary scheduling already in effect
   a. Historical Records Survey inventories
   b. Checking for transfers to Archives Building

D. What records can be destroyed

1. Non-record materials in files; examples
2. Questions helpful in deciding whether records are suitable for destruction; legal aspects
3. Examples of records recommended for destruction
4. Mechanics of destruction
   a. State Records Commission
   b. Precautions to ensure absolute destruction

IN-TRAINING COURSE
on
CREATION OF RECORDS
January, 1945.

I. Lecture I. Records vs. Files.

A. General Introduction: The three angles through which the State is attacking its records problems.
   a. Through selection of useless records for legalized destruction.
   b. Through reduction of the bulk of the records by substitution of microfilm copies for the originals.
   c. To create records more scientifically by a study of what records are essential to efficient administration, providing for systematic and automatic destruction of records as they cease to have further value, and by transfer of non-current records of permanent historical or legal value to the State Archives as historical source material.

B. Records in a democracy.

C. Forms which records take.

II. Lecture II. Control of Administrative Records.

A. Housekeeping records
B. Correspondence
C. Printed forms

III. Lecture III. Materials from Which Records are Made.

A. Selection of papers, inks, typewriter ribbons and carbon papers.

IV. Lecture IV. Applications of Photographic Processes to Record Work.

A. Three processes used
   1. Photocopy
   2. Microphotography
   3. Scientific aids

B. Essential differences between Photocopy and Microphotography

C. How each is used in records work.

D. Discussion of the applicability of microphotographic methods, their limitations, legal aspects, etc.

E. What records shall we microfilm
   1. From a mechanical point of view
   2. From the point of view of contents

V. Lecture V. Disposal of Records.

A. A general review of the preceding lectures from the point of view of selecting records for destruction
   1. Of present accumulations
   2. Of planned disposal of records created in the future.

CONTROL OF ADMINISTRATIVE RECORDS

Housekeeping Records

There is relatively little opportunity to control the bulk of records made primarily for purposes of recording--the records of records, registers, proceedings of boards and commissions, and judicial files, described in the February issue of Illinois Libraries. Fortunately such records in most State offices occupy comparatively little space. The records which present the problem of bulk are those administrative documents which are made, not primarily as records, but as a lubricant to the machinery of administration, the principal ones being bookkeeping and personnel records (often referred to as "housekeeping records"), correspondence, and that "silent organization" which expresses itself largely through the use of printed forms. Of course, in practice, there are no such sharp distinctions between the various types of records described in this series of articles. If the purposes for which the records are made are kept in mind, however, the procedures recommended for dealing with records will be found to apply.

In the field of "housekeeping records" alone, government officials can get much help from precedents set by private business. Retention schedules have been drawn up for various forms of financial and personnel records. Discussion of these subjects can readily be found in books on office management and other publications on business practices. In this connection it should be pointed out, however, that the statute of limitations does not apply to State government, and that recommendations to destroy certain categories of records periodically, based solely upon that body of law, cannot

properly be made the basis for disposition of government records.

The number and complexity of housekeeping records depend upon the size of the department. The average State department will have as a minimum the following bookkeeping records: records of receipts from fees and taxes collected by the department; record of deposits in State Treasury; record of expenditures charges against appropriations; record of administration of funds furnished by the Federal Government. Of these records the records of fees and taxes collected give details not to be found elsewhere and are generally considered permanent records. However, it is probable that only such records of this category as are recorded in ledger form need be preserved indefinitely. The record of deposits in the State Treasury are like other receipts, of diminishing importance as time goes on, but even so, generally preserved indefinitely. The same is true of the records of expenditures of Federal funds insofar as these funds are controlled by the Department. Records of expenditures, however, particularly duplicate vouchers, are useful for only a short period of years--for making up budgets and for ordering supplies and equipment.

The records of receipts into and disbursements from the State Treasury kept by the State Treasurer and the Auditor of Public Accounts are the official records of these transactions which have value as legal evidence. The Auditor of Public Accounts has legal permission to destroy vouchers of no historical significance after twenty years; the Departments of Finance and Revenue have discretionary power to destroy their financial records in from three to

five years after the conclusion of the transactions to which they refer. Other State departments should review their holdings of financial records in the light of how long these records are actually useful to them, and seek relief, through the State Records Commission, for disposing of duplicate vouchers, requisitions for supplies, etc. It should be noted that the law giving power to the Auditor of Public Accounts and the Departments of Finance and Revenue to destroy certain original records does not apply to the duplicates of those same records held by other departments. Departments which, not realizing that fact, have already destroyed their duplicate records, should legalize this procedure through the State Records Commission.

Personnel records may be very simple or very elaborate. Each department should at least keep a payroll record indefinitely. To be sure, the Auditor of Public Accounts and the State Treasurer have an official record of payments made, but their records do not always show the department or the title of the person. It is no uncommon occurrence for a Department to receive a request from a former employee for the exact salary received and dates of employment for twenty-five or more years back. Right now the State Architect is trying, in vain it is feared, to learn the number of employees in each office of the State in 1836, as a guide to refurnishing the old Capitol at Vandalia. The first extant payroll for the Secretary of State's office is 1884. In 1836 State employees were paid, not by individual warrants, but from lump sums vouchered for by the respective State officers.

What personnel records other than payrolls need to be considered permanent records is a moot question. The Civil Service Commission keeps the record of initial and promotional qualifications of civil service employees. Some record of the background of non-civil service employees is desirable. From an historical point of view it is valuable to keep a permanent condensed biographical record of all employees. Efficiency ratings and records of leaves of absence are necessary to current administration but of doubtful utility after a few years. Recommendations based upon such ratings are occasionally called for, but it seems futile to try to estimate a person's present value from what he was like fifteen or twenty years ago.

Correspondence

Correspondence files are the most bulky and otherwise troublesome records to control. The first question which arises is whether to have one central file where every piece of correspondence will be thrown into one alphabet, or whether to permit each division or operational unit to set up its own file. Theoretically a central file permits closer control over official records. Practically, divisions tend to hold back important correspondence, particularly if the divisions are located at some distance from the central file--either in another building or possibly in another town. The decision as to whether to have a centralized or a decentralized file is largely a matter of internal organization. Most of our Illinois code offices seem to lean towards the idea of a central file.

Whether correspondence files are centralized or departmentalized,

certain principles of management hold good. The first of these is that access to the files should be controlled. No documents should be removed from the files without having a memorandum giving sufficient indication of the identity of the document, the date taken and the name of the person who has the record. Preferably one clerk should be assigned to charge out all files removed for office use. No document should be refiled by anyone except the file clerk responsible for that section of the files. This procedure is desirable in the case of all records, but a failure to observe it spells certain chaos in the case of a correspondence file.

The carbons of letters filed should be true copies of the letters actually sent. That should be self evident, yet it is not a rare occurrence for a letter to go out with handwritten corrections or postscripts which have not been entered on the carbon.

When both the first and final drafts of a letter are filed, a frequent occurrence when one person drafts a letter for some one else to revise and send out over his signature, the carbons should be marked in such a manner that it is possible to tell which is which; also a matter sometimes neglected.

The quality of paper stock for the carbon is also important. The carbon copy of a letter retained for his files, gives the writer's side of an issue. How absurd, therefore, to mail out the original on expensive paper, retaining for oneself a smudged carbon copy on flimsy paper. We at the Archives have had not infrequent experience in finding that the official carbon copy of an important letter has faded to illegibility or disintegrated into dust.

Another matter almost universally neglected is the signature of important carbon copies. What is to prevent a person so minded from getting access to the files and substituting a false carbon for the original? All State officials deal with persons who try to resort to such tricks.

Whether the correspondence is filed by subject, by number, by code, or alphabetically, it should be impressed upon the clerks to file under the name of the corporation or institution on behalf of which the letter is written, and not under the name of the individual who happens to have signed it. This seems like a matter too obvious to mention, yet it is the cause of more waste of man-hours in the State Archives than any other one item.

Control of the bulk of correspondence files is as yet an unsolved problem. Several interesting discussions of this subject have appeared in federal government publications in the last few years:

U. S. Civil Service Commission. Division of Training.
Correspondence and its management.

U. S. Civil Service Commission. Interdepartmental Committee on Records Administration.
Preliminary reports of subcommittees on records administration, prepared by the Interdepartmental committee on records administration sponsored by the U. S. Civil Service Commission.
Washington, August 1942. v. 77 p.
Reviewed in American Archivist, October 1942 p. 253.

U. S. Department of Agriculture. Office of Plant and Operations.
Procedure manual for records management.
Washington, September 1942. p. 16,28 exhibits.
Reviewed in American Archivist, January 1943 p.38

Tennessee Valley Authority. Office Service Department. **Records Program: Records Administration and** Archival Service for the Tennessee Valley Authority. [Knoxville?], 1943.

Commentary on earlier edition, by C. A. Sterman, **Tennessee Valley Authority. Organization of files** service in a large agency. **Committee on public administration of the Social science research council.** Case reports in public administration. **No. 85, c1944.**

The first step to be taken in the control of bulk is to segregate the ephemeral from the permanent records. Some persons advocate that replies to routine requests for publication and similar matters, be made on the original letter which is returned to the sender. This may be efficient, but it is irriteting to many recipients. If any reply at all is made, most persons would prefer a form letter if not an individual reply. Carbons of such letters, if preserved at all, should be filed in a cabinet plainly labelled as temporary, non-record material.

Routine recurring letters on the same subject can often be reduced to form letters. Carbon copies are not necessary for form letters if the original incoming letters are stamped to show the date of reply, form letter number and the initials or name of the person signing the outgoing letter. It is important, however, to be sure that copies of each form, accurately numbered, are on file.

One of the problems inherent in correspondence files is the separation of personal from official correspondence. When a discussion of office business is followed in the same incoming letter with political or personal gossip, it is quite natural for the recipient to want that letter filed in his personal file. Often official business correspondence is of a nature that the official

has an interest in preserving a copy for his own use. It is highly desirable, therefore, to maintain double correspondence files, one to be the official file, the other a personal file. Care should be taken to ensure that originals or copies of any letters pertaining to official business shall be found in that official file. Some department heads have two carbons made of every letter sent, also a copy of important letters received, one carbon on a distinctive color, to be filed in the personal file.

Reduction of the bulk of correspondence seems to involve a certain amount of tedious weeding of files. Even after all obviously non-record material has been excluded from the file, there will remain some letters which can be discarded after a certain length of time--six months, one year, five years, etc. The convenience of having all the year's correspondence in one alphabet makes it impractical to try to keep the correspondence in files segregated according to such data.

Matters of record to which correspondence is incidental should be excluded from the general correspondence file. For example, in the Archives Department of the Illinois State Library we file our correspondence concerning assignments of vault space, authorizations for transfers of records, permits for departmental clerks, etc., relating to Departmentals Vaults in the separate Departmental Vault file, not in the regular correspondence file. Routine letters transmitting duplicate passes, however, are filed with other correspondence.

Only the executive can decide whether or not a letter is likely to be of temporary or permanent importance. It is certain that he

will not go to the trouble of weeding his correspondence files himself. The simplest procedure we have found for semi-automatic weeding is for the executive, at the time he signs a letter, to designate by code, on his carbon, the retention period, as six months, one year, five years, permanent, or the like. All letters are kept together in one file. At the end of the normal transfer period, usually at the end of the year, some clerk is designated to go through the files and discard obsolete documents. If a piece of correspondence, coded as temporary, has increased in importance by the addition of other letters to and from the same person on the same subject, that folder is referred back to the executive for reclassification. The disadvantage of this procedure is that someone does have to handle thousands of papers, piece by piece, and it is a temptation to neglect that duty. However, an office boy or low grade clerk can do it preliminary sorting; and it does make for convenience to have all correspondence for the year in one file.

Weeding Versus Destruction of Files.

At this point it is proper to ask how much weeding and discarding of files is permissible. The answer is pragmatic. It is generally considered proper to weed files to remove documents which should never have been filed in the first place or which obviously have no record character, also duplicate copies filed.

It is proper to set up new filing units designated and plainly labelled as temporary files of non-record character, subject to informal destruction later. Documents needed to support record

documents or which form the legal basis for official action should not be filed in such a unit, and should not be destroyed without legislative sanction.

Filing units created prior to the adoption of a records control system, particularly if such files have been kept over a period of years, or if they antedate the present administration, should not be destroyed in whole or in part, without seeking permission through the State Records Commission.

In other words, individual documents of non-record character may be removed from files, new files may be consciously created as non-record units, but it is unsafe to assume that a filing unit already in existence is not a record subject to the law which prohibits the destruction of records.

Printed Forms

Printed forms, both for intra-office conduct of business and in the form of questionnaire reports required from persons, firms and corporations, play a large part in governmental as well as business organization. The cheapness and ease of use of printed forms makes them particular offenders in the matter of excessively bulky records.

Some years ago one of the large paper manufacturers (the Hammermill Paper Company) commissioned a firm which specializes in problems of business management (The Business Training Corporation) "to conduct an unbiased investigation into the use of printed forms and stationery, and the opinion, practices and experiences of users of this material." The report, by Ladson Butler and O. R. Johnson,

entitled, "Management Control Through Businesses Forms," was published by Harper and Brothers of New York in 1930. Written from the viewpoint of the executive in the commercial field, this volume emphasizes the use of records, particularly forms, as an aid to business management, the "silent organization" as the authors phrase it. The principles laid down here coincide with the archival view that the best record system for a governmental department is one which best answers the questions, "What is the department supposed to do, how does it function, and to what extent is it succeeding or failing?" Much, though not all, of what follows is a condensation of this volume. A shorter article on the same subject, by Lt. Com. William F. McCormick of the Department of the Navy, entitled, "The Control of Records," published in the American Archivist for July 1943 (v.6 p. 164-169) has also been used. All quotations, unless otherwise noted, are from Butler and Johnson's book.

"All forms needed by a business should be so designed that they will readily fit into the complete 'silent' organization, they should dovetail with the other related forms; they should be reviewed and approved by major executives; and no substantial change in the form organization should be made without executive sanction."

The first step in getting control of records kept on forms is to assemble and study all the forms already in use by the department. "Examine the forms in each group with the general attitude that every form, and every item on each form, must prove its usefulness or get out. You will probably be amazed to discover how much clerical work of questionable nature is being done. Superfluous

records are called for by this or that item; entries made on one form are duplicated on others; complete files of nearly useless information are being kept--no one knows why, except that 'we've always done it.'

"When this first step has been taken, new groupings of essential items will suggest themselves. One form may be prepared to replace two; clerical operations can be combined with substantial reductions in the work required; an additional copy of a form and a piece of carbon paper can be used to take the place of a clerk's time. Studying related forms together also usually brings out ways in which they can be dovetailed to speed up work and to reduce the possibilities of error." In this connection the suggestion should also be made that in redesigning old forms and adding new ones, consideration should be given to the desirability of segregating information of permanent record value from that of transitory interest, wherever that is practicable.

The following questions are useful for this review of old forms:

"A. What can be eliminated?

1. Is this form essential?
2. Is it duplicated elsewhere, in whole or in part?
3. How many copies are made of this form, and what use is made of each copy?
4. Is each item on this form necessary?
5. Are any of these items duplicated elsewhere?

"B. What time-saving improvements can we make?

1. In the form itself?
   a. Can we combine forms to reduce work?
   b. Are the items arranged in the order in which the operations are (or should be) performed?
   c. Are the important items placed so as to permit easy reference in the files or binders?

d. Are the items spaced horizontally and vertically to conform to the mechanical requirements of typewriters or other equipment in which the forms will be used?
e. Is writing eliminated as much as possible through the printing of recurring answers or data which can be checked (✓) instead of written?

2. In the work controlled by the forms:
a. Can we combine operations to reduce work?
b. Can we make more copies at one time to avoid duplication of work?
c. Do the forms divide the routine into the best work-units for the individual workers?
d. Can we change the sequence of the operations with advantage?"

All requests for the introduction of new forms should clear through the same central executive control which has reviewed existing forms. Commander McCormick suggests that, "A complete survey of the need for a new record can be made by getting true answers to six questions: (1) Why is the item needed? (2) Who needs it? (3) What will it contain or consist of? (4) When will it be required? How often? (5) Where will it be prepared or distributed? (6) How will it be prepared or produced? Proper consideration of these questions will determine whether or not the item recommended is necessary."

Butler and Johnson suggest the following questions as an aid to preparing the form:

"Is this form to be filled in by hand, by typewriter or both? Is it to be run through any kind of machine? Is it to be filled in with data from other forms, or are other forms to be filled in from it? Are the same data, or answers, going to recur frequently enough to justify their printing upon the form itself, so that check-marks will be sufficient to record the information desired?

"The answers to these questions will help to determine the size of the form and the surface of the paper, and perhaps the placing and arrangement of some of the items. They will affect the spacing of the items, both vertically and horizontally. Forms which are closely related in use should be designed in parallel so that the transfer of data from one to the other is made as easy and as error-proof as possible."

The design of forms has a very important bearing upon their record quality. Commander McCormick points out in this connection, most pertinently, "In my opinion the greatest weakness of form and system designers is their lack of understanding of filing problems and how the forms they devise affect filing. In selecting sizes of forms, for instance, the element of correct filing is often overlooked completely. Forms that are one-half inch too large to fit in standard equipment have to be filed in cabinets several inches oversize. An interesting point with respect to correct filing size is the fact that the sizes that are correct from a filing standpoint provide for the most economical consumption of paper when cutting from mill sheets, and for the most efficient use of printing presses."

This matter of the relationship of size to filing is ignored by Butler and Johnson in their otherwise excellent discussion of form designing. Their table of standard form sizes given on page 204, violates this principle. The standard filing sizes, based upon stock equipment are as follows:

Cards: 3 x 5 inches, 4 x 6 inches, 5 x 8 inches.

Filing Cabinets: Paper sizes: 8½ x 11 inches, 8½ x 14 inches. Legal size paper is the largest practicable for vertical filing.

Post binders: Size of sheet, not of binder; binding edge the first dimension given: 6x9½, 7x11, 7½x10-3/8, 8½x10-7/8, 8½x11, 8½x14, 9¼x11, 9¼x11-7/8, 9½x12, 9½x14, 11x8½, 11x11, 11x14, 11x17, 11½x11-7/8, 12x9½, 13-3/4x12, 13-3/4x16-3/4, 14x8½, 14x11, 14x17, 16x10½, 16x13, 16x14, 17x11, 17x14 inches, respectively.

Index tabs are stock to fit these sizes. Always try to make the sheet fit a stock binder, even though it may be necessary to allow a trifle more or less binding space or width of columns. Usually 2½ inches is sufficient binding margin for ledger or post binder sheets. If it is necessary to use a special size of paper, specify a standard post spacing. The 8½ x 14 inch size is the size in most common use for State records since it fits vouchers, schedules and other legal size forms. Attention should also be called to the savings to be had through the purchase of stock forms obtainable not only for accounting but also for many other forms of records.

The smallest practicable standard size paper should be used. The quality of the paper (percentage of rag or sulphite) should be gauged to the relative permanence of retention for the form.

As Commander McCormick points out, "The weight of paper in relation to its size is important in filing. A 16-pound bond in letter size is satisfactory for filing, but if the form is increased to 9½ x 12 inches or 11 x 14 inches, it becomes awkward to handle and reduce filing productivity. The weight of paper used has a direct bearing upon filing space. A 16-pound sheet is about three-thousandths of an inch thick, whereas a 20-pound sheet is close to four-thousandths. In translating this to the filing and storage of

records it means the difference between 300 sheets and 250 per filing inch. Filing space is often overlooked by form designers when deciding on paper specifications."

Butler and Johnson call attention to other factors in deciding on paper specifications. "Letterheads and envelopes, and occasionally other forms, should suggest the quality and stability of the company they represent. Weight is one means of creating the desired impression. Weight is also an important factor in durability and in making for ease of handling. The number of carbon copies to be made has a bearing upon the weight selected. Not only typewriters but many other machines have definite requirements or limitations which must be kept in mind in adopting standards for weights of paper. As a rule, forms bound together in books can be printed on lighter paper than those forms to be used singly or loose. The larger the form the heavier should be the paper. Postage and mailing requirements must also be considered. Forms may have to fall within definite weight limits to avoid unnecessary increases in mailing costs.

"Colors should be standardized, not to reduce their variety, but to give useful meaning to the variety. Colors can be made to speed up routing, sorting and filing. They may be used to designate departments, branches, or other divisions of the business; to direct attention to rush orders or other urgent communications; to indicate any other useful classification, such as the months, days of the week, manifold copies, etc."

The arrangement of the form is important to filing. McCormick

points out that, "Having the repeating references such as order numbers, alphabetical names, and other key filing factors in easy filing positions is essential." Butler and Johnson add, "The sequence and grouping of the items on a form will have much to do with the speed and accuracy with which the form is filled in. The items on a form should usually be arranged in the order in which the work of filling in can best be done.

"If the information entered on one form is taken from another, the sequence of those items should be the same in both forms. If the information to be entered comes from a number of different forms, the items coming from each form should ordinarily be kept together in a group rather than scattered about, even though the scattering would seem to give them a more logical arrangement on the form as a whole. There are, of course, two points of view on the arrangement of a form in that of the person filling in the form and that of the person who must read it. Both viewpoints must be considered. Often there is no conflict; when there is, the work of filling in will probably prove the more important.

"Ease and accuracy of reference can usually be secured without disturbing the best sequence of items. The items on most forms fall into natural groups. If these groups are made to stand out by the judicious use of rules, type and white space, the eye will naturally go to each of them in their relative order of importance. For reference purposes, the upper right quarter of the form is the most valuable; then follow, in order, the upper left, the lower

right and the lower left quarters.

"The most common shortcoming of the thoughtlessly designed form is poor spacing. Some items are given two to ten times as much space as they need. Other spaces, particularly those calling for handwritten entries, are much too small. Many forms that are to be filled in on the typewriter have been designed without reference to its space limitations. The effect is to make the typist do a lot of hand spacing, resulting in a serious loss of time. It is much easier and more profitable to adopt the form to the typewriter."

Paper and Printing Digest (v.5 no.4 p.11, April 1939) says that "Rules should be set 2 picas apart to conform to double-spaced typewritten matter. This distance between rules is the minimum suitable for the average handwriting." The paper specified should be sufficiently sized to take ink without feathering. This is an important point because paper preferred for printing generally does not take writing ink well.

Office Manuals.

An office manual detailing procedure and policies, and containing samples of all forms used with notations as to suggested future improvements for same is recommended by Butler and Johnson. From an administrative point of view this manual should be revised frequently to keep it up to date. From an historical point of view a series of such manuals, compiled at stated intervals and whenever a notable reorganization takes place, is highly desirable. One of the reasons

why certain records have to be retained indefinitely is that they throw light upon the history and method of administration at certain periods. Some of these records could be destroyed if there were somewhere a detailed statement as to procedures and policies as of definite dates.

The practice of keeping a diary is commended to officials. In this should be briefed all office matters worthy of note, and ~~particularly~~ especially resumes of all important personal and telephone interviews, particularly when such conversations involve matters of policy. It is an increasingly common practice to make stenographic or dictaphone recordings of such discussions, though the storage problem for the latter is discouraging. Perhaps the wartime instrument which permits hours of sounding recordings on a small roll of wire may be the answer.

A monthly report on all important office matters, detailing decisions reached pro and con certain procedures and policies will be found valuable historically as well as from an administrative point of view, far greater than the time taken from other duties to accomplish the work. These reports should be far broader in scope than the formal matters recorded in biennial reports. Biennial reports are aimed at the public and naturally strive for a favorable impression. The chronicles recommended here are for the benefit of the administrator and should record happenings and problems impartially. Such reports should be made a matter of record and should be required to be handed down one's successors. They may properly be regarded as confidential records not open to unrestricted public inspection, at least until they have become non-current records.

RECORD MATERIALS:

PAPER

By Margaret C. Norton

In these days of wartime shortages it may seem futile to discuss standards for the materials from which records are made--paper, ink, typewriter ribbons and carbon paper. Now, as never before, however, it is necessary to know what qualities to seek, not only to be able to select the best grades available, but also to conserve available supplies, particularly paper, by saving the best for permanent records and using cheaper grades for less important ones.

Paper

Most of the literature on these subjects is technical and little has been written from the point of view of the official who creates or the archivist who preserves records. The best popular work on papers and inks is Julius Grant: Books and documents: dating, permanence and preservation. London, Grafton & Co. 1937. The two paper mills which specialize on record papers, The Byron Weston Company of Dalton, Massachusetts, and the L. L. Brown Paper Company of Adams, Massachusetts, publish popular, illustrated articles on paper in their house journals, Weston's Record and Permanence, respectively, also issue occasional pamphlets on the subject. L. L. Brown Paper Company: Facts about paper values. [Adams, Mass., 1933, may be mentioned as one of the best of these articles, written for the record maker. Popular articles on paper by William Bond Wheelwright, which first appeared in 1937-39 in Paper and Printing Facts, the house journal

of Bradner, Smith Co., paper wholesalers of Chicago, have been freely paraphrased and quoted in this article. Two other books are also of interest in this connection: Wheelwright, William Bond: Printing papers, with a foreword by Otto G. Kraus. Chicago University of Chicago Press, London, Cambridge University Press, 1936; and, Hunter, Dard. Paper making: the history and technique of an ancient craft. N. Y. Alfred A. Knopf 1943.

15,000 types of paper are said to be manufactured. Of these we are concerned here only with papers suitable for hand- and typewriting--the papers usually known as bond and ledger papers. Book paper, that is paper designed for printing, differs from writing paper chiefly in its finish and mineral content, writing paper having a harder texture and finish, largely, but not entirely controlled by the amount of sizing used. The qualities which make for permanence and durability are the same for both types of paper, hence much that has been written about quality in book papers is also applicable to writing paper.

*"Paper consists essentially of fibres matted together. In addition they are usually sized (e.g. with alum and rosin, or with gelatin, etc.) to prevent ink 'running' and loadings and colouring matter may also be added. The principal chemical constituent of fibres is cellulose...and, pure cellulose is very permanent. Unfortunately pure cellulose does not occur in the pure state, and the process of removal of the undesirable impurities which cause lack of permanence not only tends to weaken the fibre, but may also degrade cellulose into other substances

*Grant, Op.cit. p.100

which themselves cause deterioration."

Paper properties are largely determined by the composition of the paper; that is, its cellulose fibers or pulp as it is generally called; but also the care and skill with which its material has been prepared and manipulated during manufacture.

Rags and wood are the principal sources of paper pulp. Prior to 1840 when ground wood pulp was introduced, all paper was made from cotton and linen rags. Rags are still considered the most durable and permanent raw material for paper. Cotton and linen fibers are made up of long curly fibrillae or tendrils that cling and mesh together to make a strong, uniform, closeknit web. The cellulose fibers made from wood lack those clinging and meshing qualities. In the process of spinning thread and weaving cloth most of the impurities are eliminated, and the alpha cellulose content of new rags may rate as high as 99 percent. If it were not for the cost and scarcity of useable rags all papers would probably still be made from rag pulp.

The best source of rag pulp is cuttings from new white cotton and linen rags obtained from garment factories. Linen rags are little used today because of their scarcity, but are mixed with cotton fibers in the finest grade of papers. Very soiled or colored rags must be bleached with strong chemicals which attack not only the coloring matter in the rags, but also assail and irreparably damage the cellulose fibers. Also destructive, especially as to permanence, is the fact that a powerful chemical residue always stays in the finished paper. The pulp is made by macerating the clippings with dull knives and dissolving the material in water.

The best rag and rag content papers are always water marked, and those sold for permanent records attach a certificate to the wrapping, stating that all new linen and cotton rag clippings have been used.*

Papers furnished for use of officials of the State of Illinois are watermarked with stars to indicate the amount of rag content--the State seal with no stars means all sulphite bond, one star means 25 per cent rag, two stars 50 per cent rag and four stars 100 percent rag.

The terms "all rag", "rag content" and "linen finish" tell nothing about the quality of the paper. "All rag" may mean pulp made from such an inferior type of rag that the paper is less durable than sulphite paper. The term might even mean rayon rags which are themselves a form of chemical wood. "Rag content" merely means that some rag pulp was used, but not how much. The paper industry made a gentleman's agreement several years ago that no papers containing less than 25 percent rag pulp should be labelled "rag content", but it is questionable whether or not this agreement is these days being followed by all manufacturers. "Linen finish" merely means a surface having a linen-like texture.

Cotton linters, that is, cotton as it comes from the cotton boll, can also be used in paper making, but because of the relative cost of processing, rag cuttings are preferred.

*The L. L. Brown certificate reads as follows: "Certificate of quality, permanence and durability. This certifies that the paper contained herein is free from destructive residual chemicals, that it will not disintegrate, that it is of the greatest degree of durability for its grade, and that it is formed from none but pure white linen and cotton clippings. Not genuine unless watermarked."

Wood Pulps.

Wood pulps are classified as ground wood pulp and chemical wood pulp, which in turn is subdivided according to the process of preparation, as soda pulp, sulphate (or kraft) pulp, and sulphite pulp.

Ground wood or mechanical wood pulp is made by merely pressing peeled logs against a grindstone and screening out the knots and slivers. The pulp resulting contains nearly 50 percent of lignin and the other natural contents of wood with which the fibers are associated. These impurities rapidly discolor under sunlight and their structure breaks down causing the wood in which they exist to become brittle and finally to disintegrate. The strength of ground wood pulp is so low that a certain percent of higher grade papers has to be mixed with it to hold the paper together. Newspapers, cheap books and magazines are generally printed on ground wood pulp. Cheap filing folders are often made of this substance, and should be avoided because the impurities in the folder will discolor and cause decay of the papers which come into contact with it. Much of the prejudice against all forms of wood pulp stems from popular experience with rapidly disintegrating newspapers.

Most writing papers and the better grades of book papers are made partly or wholly from chemically purified wood.

Soda pulp uses wood from desiduous or broad leaf trees such as poplar, chestnut, bass and gum. The wood is heated under pressure with sodium hydroxide to separate the cellulose fibers. The pulp produced is white and may be from 68 to 78 percent pure cellulose, but the fibers are short and not very strong.

Because the fiber is soft, the ink would run if used in writing papers. Soda pulp is now used chiefly as a filler for sulphite printing papers.

Sulphate or kraft pulp is made from coniferous woods, such as spruce and pine, using sodium sulphate as the solvent. The resultant pulp is strong, but it cannot be brought to a good white without weakening bleaches. It is used chiefly where strength but not color is essential—for wrapping papers, bags, envelopes, etc. For the record department it is used in the making of folders. The acid effect of poor folder material on papers has already been mentioned. Good rag bristol would make the best folders, but because of its cost it is not stocked.

In purchasing folders the Illinois State Library has found that the darker the color the less is the chemical reaction on the papers filed in the folder. This is presumably due to the larger proportion of sulphate pulp used. Before the war, the best grades of folders contained manila hemp, a very strong fiber used for ropes, textiles, papers, etc., obtained from a Philippine tree related to the banana. The term manila as used in the paper trade, however, no longer means that manila fiber is used, but merely refers to the buff manila color. William Bond Wheelwright* gives the following definition: "Manila Tag. Sometimes called document manila, a stiff rigid sheet, basis 24x36--100 to 200 [pounds] of good folding and tearing strength, and a light

*Wheelwright, William Bond. Paper trade terms: a glossary for the allied trades, printing and paper. Boston 1941.

buff color. The color shade varies according to the grade. Ground wood is used together with sulphate in the cheaper qualities, sulphate or sulphite pulps in the better, and more or less manila rope in still higher groups."

Sulphite pulp is made from coniferous trees--spruce and hemlock especially--treated with bi-sulphite of lime. High yields of pulps of good color and fairly good strength are obtained; they can be bleached, though with some loss in strength. Sulphite pulps have a high degree of alpha cellulose content--as high as 86 to 94 percent--and are very resistant to light, heat and aging effects in general. Sulphite papers have almost superseded rag paper for all purposes except the making of permanent records. Accelerated aging tests indicate that the best grade of sulphite papers is probably at least as permanent as a low quality of rag paper. The process was first used in 1866. Because this paper has not been on the market long enough to show positively what its life expectancy actually will be, paper made from all rag stock is still recommended whenever permanent records are necessary. Even though the cellulose content may be as pure as in all rag paper, the fact that sulphite fibers do not intermesh as thoroughly as the fibers obtained from rags, would seem to indicate that sulphite paper will not prove as durable as rag paper. Although it is difficult to judge sulphite papers by appearance, an easy way to recognize quality is to remember that the two best grades, and those grades only, are always watermarked.

Reworked paper pulp, that is, paper made from waste paper--is not made up into writing paper, though it is sometimes employed

as a filler for book papers.

Manufacture of Paper.

Paper is formed from the pulp which is about 98 percent water, to which gelatin or rosin sizing, coloring, fillers, etc. have been added. This treated pulp, then called stuff, is flowed over a slowly moving fine copper wire screen which acts as a sieve for draining out the water, then passing the mat which forms through a series of rollers which dry, roll and polish the resultant sheet of paper. Paper making is described as an art, because the quality of the paper can be affected at every step taken in the manufacture.

If the flow of pulp over the screen were entirely in one direction, all the fibers would lie longitudinally in the sheet. The screen is therefore shaken sideways, to intermesh the fibers. In handmade paper there is little grain because the screen is rocked equally in all directions. In the machine made paper of today, however, there is always a decided difference between the longitudinal and cross grain. The more slowly the paper making machine is run, the greater the interneshing of fibers and the less the difference in grain.

The direction of grain is very important, especially where binding is involved. Everyone has noted that some paper in ring binders tears out more easily than other sheets of apparently the same weight and quality. That difference is due to the direction of the grain of paper. This may be compared to a piece of cloth in which the cross-wise threads are fewer or of lighter weight than the lengthwise threads. Needless to say, the cloth

tears more easily longitudinally than crosswise. The same is true with paper. The grain of paper should run parallel to binding so that the paper will turn easily and lie flat; also, the paper is less likely to tear away from the binding, whether sewn or on a post binder, because the pull is against the strong dimensions of the paper. With cards the grain should go around the typewriter platen, though the cards would stand up better in the file if the grain ran cross-wise. A simple test for direction of the grain is to moisten the paper. Damp paper rolls along the length of the grain, also tears more easily in that direction.

Selection of Record Paper.

In selecting paper for records, the two matters to be considered are permanence and durability. Permanence relates to the length of time the paper will endure without disintegration. That is a matter chiefly resultant from the quality of the fibers used and of chemical residues in the paper. Durability relates to the way paper stands up under handling--whether or not it dog-ears too easily, tears, breaks on folds, tears out of binding, etc. The principal signs of a breakdown in paper are discoloration (yellowing) and brittleness, indicated by breaks on folds and along edges.

One of the principal tests for permanence is the accelerated aging test. This test is made by exposing the sample in a receptacle for 72 hours at 100 degrees Centigrade (212 degrees Fahrenheit). The paper is tested for folding endurance, etc. both before and after heating, and the results compared.

There are a number of standard tests for papers, such as

microscopic and chemical tests for fiber, acidity, rosin and glue content, stability, etc.; and for physical characteristics--folding endurance and bursting-strength tests. But, as the L. L. Brown Paper Company points out*: "The true quality of paper cannot be determined by testing for any one property. Nor are tests for all properties dependable unless the analysis is expertly made under controlled atmospheric conditions. An increase of but 15% in relative humidity causes some tests to change 100%."

In selecting papers it is necessary to be guided chiefly by paper experts. That is one reason why the certificates of quality which are attached to record papers are so important. There are, however, some simple examinations which the amateur can make for himself.

The two kinds of writing paper under consideration here are bond and ledger papers. Bond paper is used for most records up to and beyond legal size (8½x14 inches). Ledger papers are intended primarily for accounting records. They are generally heavier and smoother than bonds and are particularly made to stand erasures.

By common consent four grade of sulphite bonds and ledgers are recognised by the paper industry. Two of these are watermarked and two are not. Rag content is indicated in watermarks by symbols, as stars, or by statements such as "25% rag".

Papers are graded further by weight. Writing paper weight means the weight of a ream of 500 sheets, 17x22 inches in size. Book paper weights are computed from the 23x38 inch size. Hence

*L. L. Brown Paper Company. Facts about paper values. p.34

a 20 pound bond paper and a 50 pound book paper are the same weight. Unless one realizes that difference one is apt to run into difficulties in drafting printing specifications, particularly for printed forms.

Experience suggests that for loose sheet manuscripts 16 pound bond paper is satisfactory, but if the pages are punched for binding 20 pound will be found more durable, or if the notebook is likely to be used repeatedly, 24 pound stock will prove still better. The larger the sheet the heavier weight paper should be used.

The writing qualities desired for both bond and ledger paper are, a smooth glareless surface which promotes writing ease; the ruling and writing must be clean cut without spreading yet showing a suitable degree of penetration; it must be possible to write over erasures. Rag content paper is less opaque than sulphite bonds. Thus, two samples of the same weight and finish may be distinguished as either rag-content or sulphite by laying samples over a black type, placing the samples to compared side by side.

Ledger papers being made with a view to erasability, the samples should be tested with a steel eraser, and the fluff scraped off and attentively examined. The lower grades show a lint which is less powdery in character, and the cheapest give off a somewhat fibrous lint, leaving behind a rougher scar, which refuses to take fresh writing without getting fuzz in the nib of the pen. A really high grade ledger can be written upon over the erased area quite satisfactorily, especially if it is first polished with the bone handle of the eraser. There will be little

if any tendency for the lines to spread, because of the superior sizing qualities of high grade ledger paper.

Card stock for permanent indexes should be made of 100% rag index bristol. 90 pound bristol stock (500 sheets of 25½x30½ inches) is recommended for 3x5 and 4x6 cards, as being the most economical of filing space yet durable as to handling. Cards should preferably be die cut, with rotary cut (two knives) second best. Straight guillotine cuts result in feather edges. Edges must have snap, and must not scuff from handling. The card stock must be made on the Fourdinier machine not the cylinder cardboard machine. The latter does not have the lateral shake which intermeshes the fibers. Cylinder made cardboard does not take erasure well. Sulphite bristol with no rag content should be used in tabulating machines because rag paper may contain minute particles of metal which cause static and interfere with accurate operation of the machine.

One of the arguments in favor of planned retention and disposal schedules for records is the economy which can be effected in the use of paper, a very necessary matter in these days of critical paper shortage. Officials sometimes excuse their failure to use the best quality of paper for permanent records by saying that first class all rag paper is too expensive. An analysis of the qualities of papers used for other records in the same offices frequently shows that paper has been selected haphazard--many records and memoranda of only temporary value are written on paper of a much higher quality than necessary. Surprising economies, sometimes as high as 25 to 30 percent, can be effected through

selection of papers on a basis of the length of time the records are to be preserved.

Too many factors enter into this question of selection to permit more than a vague generalization here as to what papers to specify for what types of records. The amount of handling and the thickness of the paper to be used are factors. In general, paper experts recommend that for documents to be preserved for from five to ten years, 50 percent rag should be used; 75 percent rag for documents to be kept for fifteen years, and 100 percent rag for documents to be preserved for fifteen years or longer. A 75 percent rag paper (i.e., 25 percent sulphite) is preferable to a secondary grade of all rag (i.e., stock made from bleached or old rags). Records destined to be preserved for periods shorter than five years can be made on progressively cheaper papers, with ground wood pulp paper used for scratch pads, work sheets and minor intra-office memoranda. Advice should be sought from the State Printing Department or from representatives from the responsible paper manufacturers or wholesalers.

TRAINING OF ARCHIVISTS--SOCIETY OF AMERICAN ARCHIVISTS COMMITTEE ON, 1937-1938; 1945

Report of Committee on the Training of Archivists

The undersigned committee owes its existence to the appointment of Mr. Bemis as chairman, with instructions to appoint a committee and bring in a report with recommendations for the training of archivists. Professor Herbert E. Bolton was also requested, by Mr. Bemis to serve on the committee and accepted, but subsequent communications from the chairman having elicited no response, the committee with regret has been obliged by the pressure of time to go forward with the preparation of the report without the aid of the assuredly valuable ideas of Professor Bolton.

At the outset it might be stated that in the training of archivists it is possible to distinguish between two groups: the first, or more exalted, group consisting of persons seeking education and training for the position of responsible archival direction in major municipal, state, and national archives. These might be designated as archivists of the first class. The committee believes that such should be recruited from the level of training required for the degree of doctor of philosophy in American history, according to a preparation based on a curriculum which will be set forth briefly below. The second group will consist of archivists of small municipal divisions, county, state and special commissions, authorities, and establishments of minor political significance, as well as archivists for business firms, corporations, banks, and other private enterprises. It is conceived that this class of archivists would require a less formidable and scholarly preparation, one equal to that of the Master's degree in the social sciences, with a support in library technique. In the remarks below, each of these groups is separately considered.

Group 1. Archivists of the first class. To begin with, candidates for such training should have received a college education, specializing in the social sciences, including reliable knowledge of the American political system and its historical development, together with the history of the United States and a broad knowledge of modern history and international relations. A reading knowledge of French and German acquired in undergraduate days is of good value for graduate work where these languages are indispensable for the first class archivist. As for graduate instruction to include a university training for archivists, it is suggested that a special instruction for those who intend to enter into archival work might be easily grafted on to graduate instruction in American history in any first class American university. The existing instruction in American history, leading to the degree of Doctor of Philosophy, offers fundamental elements for a sound preparation for archival careers, but the student intending to go into professional archival work should be directed into a thesis which would cause him to handle manuscript material of some considerable range and out of official archives, thus affording him training in such elementary problems of diplomatics and paleography as can be associated with American history. In pointing up a course of graduate study in history designed to meet the needs of archivists a course, or courses should be introduced, on the history of archives, and on archival practice, past and present; and the student should be made acquainted with the special literature dealing with archival work, particularly abroad, and notably in Germany, France, Holland

and England. It is believed that one comprehensive course could include all these subjects and that such a course might be indicated as a substitution for another course which the graduate student might otherwise have taken. A course containing the elements of library practice and classification is also recommended. Teachers should insist further upon an absolutely uncompromising stand for competent knowledge of French and German as indispensably necessary for the matriculation of any student who intends to go into archival work. Spanish also would be desireble. These languages, particularly French and German, are indispensable for adequate study of archival practice abroad. Associating the training of archivists with work for the doctorate in American history will afford to the student some latitude of choice for a later career: after he receives the degree, if he does not prefer to go into archival work or does not find the proper opportunity to do so immediately, he would still have an avenue of teaching American history open to him, and vice versa.

Group 2. Archivists of the second class. As a graduate training for the second group of archivists mentioned above, it is believed that a twoyears' course of training on the level of the Master's degree should be erected on an A.B. degree in the social sciences, -the same pediment for graduate work for governmental archivists mentioned in class one. The courses taken in graduate work should include special seminar instruction which will evaluate and appraise documentary materials and courses in American local government, (in particular state and local documents), economics and sociology, with special attention directed to the records and particularly public records which exemplify these subjects. Before or after the year of graduate work in history or political science there should be a stress on selected courses from the school of library instruction, particularly in the federal and state documents, bibliography, classification and cataloging, supplemented by practice work designed to fit all the matters together with special reference to archive practice.

It should be possible for competent students to graduate, if they desire, from this Master of Arts work into the Ph. D.work for archivists of the first class above mentioned.

We believe that the quantity and quality of Ph. D. instruction in American history makes it possible easily to insist upon the Ph. D. degree for the profession of archivists of the first class, but that it might be too rigorous an imposition on young persons who wish to support themselves in such work to insist that they be given Ph. D. training for archivists of the second class; these could content themselves with the requirements for archivists of the second class.

The committee believes for the great majority of the average candidates for the archival profession that the graduate training above suggested will be of the greatest value, indeed indispensable; but we do not wish to dismiss the possibility of promising young men and women rising by hard work and self-discipline and study from the very lowest ranks of archival employment to the top, even without formal university training. After all, education is self-education. Universities and teachers are helps and short cuts to success in determined efforts for self-education and personal advancement.

Respectfully submitted,

R. D.W. Connor
Theodore C. Pease
Samuel Flagg Bemis

June 2, 1937.

Professor Samuel F. Bemis,
241 Hall of Graduate Studies,
Yale University,
New Haven, Conn.

Dear Bemis:

I am sorry to have been delayed in submitting to you the memorandum requested embodying my idea as to what archival instruction ought to be included in a graduate curriculum. So many matters have lately been pressing for attention that I have not been able to get around to this one earlier.

As you know, some of us in The National Archives, especially Dr. Buck, have been giving thought to this subject, and Buck has been discussing it in personal conferences and by correspondence with Miss Norton and Austin Evans. Both of them have submitted tentative plans for such a curriculum, which seem to me to have great merit, one for the University of Illinois, the other for Columbia. For convenience of reference let us call them the Illinois Plan and the Columbia Plan.

You have, I suppose, seen the proposed curriculum of the Illinois Plan. It looks to a Master's degree, places the chief emphasis on technical training, and proposes that the candidate should offer as prerequisites a major in history and a minor in political science (or vice versa). The curriculum in technical work is to be an alternate to the second year of library school work and carries the degree of Master of Library Science in Archives. While this plan on paper seems to cover technical training in archival science very well indeed, I fear that it may be administered too strictly from the library point of view. The use of certain terms that are common to both library science and archival science may very easily lead to the assumption that problems of organization, administration, methods, and objectives are also the same. The fact that instruction is to be given chiefly in the Library School and that the degree of Master of Library Science in Archives is proposed, carry this implication. This seems to me to be unfortunate, since the differences in the two sciences are more pronounced than the similarities.

The Columbia Plan, while not excluding technical training, lays emphasis chiefly on scienfitic work and leads to the doctorate. It proposes that the student's emphasis be either in American History of in Public Law. He would, of course, be expected to have adequate training in American History, American Constitutional Law, and American Government; to which he might well add work in Modern European History, International Relations, and possibly even International Law. Commenting on this plan, Austin Evans says:

"According to this general plan the student will be expected to satisfy the requirements for the doctorate in History or Public Law. His technical work will in a sense constitute a loading of his program beyond that required of other students in History or Public Law. This may be calculated to scare off all but the most resolute, or those who are not completely aware of what they are letting themselves in for. . . . I incline to the belief that we should hold to that program. There is, of course, another possible alternative. This would be to make some arrangement whereby the student might major in the field of his technical equipment."

All of this seems to me to be good, but it also seems to me that the curriculum should be sufficiently elastic to meet the particular requirements of the individual. The Columbia Plan seems to look primarily to training for work in the archives of the national government. As for me, I believe that the development of work in state, county, municipal, institutional (business, educational, religious, etc.), and perhaps, private archives, will create the chief demand in the future. The technical training should be the same in character if not in scope in all cases; the scientific training might be varied according to the requirements of the future archivist. If he expects to work in national archives, he ought obviously to enrich his training through work in some field or fields of modern history or other than American, in International Relations, and in International Law. If he goes into state, county, or municipal archives, he will have less need for such training and more need for knowledge of the history and government of his state, county, or municipality. Perhaps, however, it may be necessary to leave him to his own resources to acquire this knowledge. I should say that in our own experience here we have found that training in statistics, economics, and sociology is essential. If the prospective archivist expects to be concerned with business archives, he ought to be given work in business organization, business management, and business law.

With best wishes.

Sincerely yours,

R. D. W. Connor

Suggested Courses in Political Science
for
Preparation for Public Archives

BASIC COURSES - Pol. Science 1a, 1b or 16, 4

Pol. Science 1a. American Government. Historical development and organization of national, state, and local governments; the federal system; national and state constitutions; civil and political rights; the party system; nature, structure, powers, and procedure of the legislative, executive, and judicial departments in state and nation.

Pol. Science 1b. American Government. A continuation of Political Science 1a; may not be taken independently. Functions of the national, state, and local governments; foreign relations and national defense; taxation and finance; law enforcement; police power; regulation of commerce, communications, and business; promotion of social and economic welfare; current problems of American government.

Pol. Science 16. Government in Illinois. Commonwealth and nation; constitutional development; organs of state government and their work; local governments and their functions; constitutional convention of 1920-22.

Pol. Science 4. Municipal Government. Growth of cities; their legal and social status; municipal politics and organization in the United States and abroad.

OTHER UNDERGRADUATE COURSES - Pol. Science 5, 12, 13, 32, 34

Pol. Science 5. American Constitutional System. Judicial interpretation of the constitution; separation of governmental powers; relation of state and national governments; control of interstate commerce; jurisdiction of the courts.

Pol. Science 12. Public Administration. Administrative organization and activities; centralization and decentralization; methods of management; personnel problems; legislative and judicial control.

Pol. Science 13. Government Regulation of Business.

Pol. Science 32. Principles of Political Science.

Pol. Science 34. Municipal Problems. Municipal administration in the United States and Europe; city planning and housing; public utilities; police and sanitary administration; municipal finances.

GRADUATE COURSES - Pol. Science 101, 102, 103, 104, (?) 112, 113.
Library Science 13a, 42.

Pol. Science 101. History of Political Theories. Ancient, medieval, and modern political thought.

Pol. Science 102. Nature of the State. Principles, methods, and nature of political science; origin, forms, and functions of the state; sovereignty and liberty; organization or government; recent political ideas.

Pol. Science 103. Seminar in Political Science and Public Law. Special problems, reports, discussions, and criticisms. The research of candidates who are writing theses is under the direction of some instructor.

Pol. Science 104. Municipal Administration.

Pol. Science 112. Public Administration. Studies in national and local administration.

Pol. Science 113. State Government. Research in selected topics.

Library Science. 13a. Government Publications. Production, distribution, and use as reference material of United States federal publications.

Library Science 42. Government Publications. The use as reference material of American state and municipal documents, and of publications of foreign governments.

As given to Society of American Archivists, October 1938

REPORT OF COMMITTEE ON THE TRAINING OF ARCHIVISTS

This committee originally owes its existence to the appointment in 1936 of myself, as chairman, with instructions to appoint a committee and bring in a report with recommendations for the training of archivists. The chairman requested Professor Herbert E. Bolton, Dr. R. D. W. Connor, and Professor Theodore D. Pease to serve with him. All three gentlemen accepted, but subsequent communications, in the spring and summer of 1937, directed first from New Haven and later from Palo Alto, California, to Professor Bolton having elicited no response, the committee with regret has been obliged to go forward with the preparation of the report without the aid of the assuredly valuable ideas of Professor Bolton. The chairman later requested Professor Ralph A. Lutz, director of the Hoover War Library, to serve on the committee and that gentleman accepted the responsibility.

After some preliminary deliberation, conducted by correspondence, the committee accepted the proposal of Dr. Connor that in constructing a plan for the training of archivists in the United States we should pay particular attention to the practice of foreign, particularly European, countries, whose extensive archival history affords a larger volume of experience than is available in North America. We have not had the time to pursue a thorough investigation into the general history of the training of archivists, indeed a monograph on this subject is a very appropriate task for an American historian today. Nevertheless the perusal of some special literature, and the travels and observations of the different members of the committee afford the following general statement. Early in the 19th century it was the custom to designate as chief of archives some

literary or historical personage generally considered as an ornament to the nation, who could draw from this post sustenance for his own support and leisure for the pursuit of literary or historical activities - - this custom still prevails in certain countries, notably Spain and those of Latin-America like Brazil, Peru and Chile. Archival subordinates were generally selected from persons trained in jurisprudence rather than in history.

Advance toward the goal of formal special training for archivists was registered during the latter half of the 19th century by a tendency to select archivists more and more from the ranks of historians, and more and more from historians who had had a formal university training in historical criticism and paleography. In France the Ecole des Chartres became the predominating influence (if we exclude always mention of political favoritism, as we do in these paragraphs).

In England, archival appointments appear to have been made from plausible university graduates, of highest standing, who had passed the general examinations for the civil service; upon appointment they were thrown into an apprenticeship of copying documents, preparing inventories, indexes and calendars, and assisting in the general processes of publication. The classical basis of the English civil service together with this type of apprenticeship, divorced as it is from any intensive preliminary training, does not appear to have borne ill results, as can be testified by any American scholar who has used the admirably organized and service Record Office or the manuscript rooms of the British Museum.

In Austria it was the instruction afforded by the Institute for Historical Research which, in the second half of the century, began to supplant legal training of the universities in education for archivists. In 1895 resolutions of the archival authorities were

passed in favor of appointing to all archival positions graduates of the Institute for Historical Research, which is a department of the University of Vienna, and in 1927, an ordinance of the Austrian government declared it obligatory for all Austrian state archives to make appointments only from candidates who had been trained in the Institute of Historical Research and who had successfully passed examinations. In recent years the curriculum of the Institute has included a special course of lectures on public documents as well as on diplomatics, paleography, the conventional historical courses, and Archiv-und-Bibliothekskunde.

I think it is very unfortunate that we do not possess appropriate terminology for archival discipline. It is certainly not archival science. It is more than archival practice. It seems to me best conveyed by this German terminology.

In Germany during the latter half of the 19th century, historians began to supersede jurists as exemplified by the appointment of Heinrich von Sybel by Prince Bismarck in 1875, as director of the Staatsarchiv and the beginning of the "Publikationen aus dem Preussischen Staatsarchiven". This was the beginning of the tendency to appoint historians as archivists with their staffs drawn from Doctors of Philosophy trained in the historical seminars of the German universities.

In 1917 a decree of the Prussian ministry required for admission into professional archival service in the state archives the following:

(1) passing the state examinations in philology;

(2) a year's course of special training in the Prussian state archives, after which the candidate was usually obliged to undergo a year's apprenticeship in some "provincial" archive;

(3) a reorientation in the set-ups for examination to

which university graduates were admitted;

(4) extension of written examinations to analysis of medieval sources in Latin and German and of German and French documents, as well as an oral examination to demonstrate familiarity with the archival practice, jurisprudence, and historical methodology.

From this rigorous requirement it was but a step to the organization in 1930 of a special Institute for Archival Science and Historical Training in the Prussian state archives in Berlin-Dahlem (Das Institut fur Archivwissenschaft und Geschichtswissenschftliche Forbildung am Geheimen Staatsarchiv in Berlin-Dahlem). This institute has the distinction of being the most serious and rigorous school of higher learning in the world for the special preparation of archivists. Requirements for matriculation are: intention to pursue an archival career, sound and personable health as attested by a state physician, and a degree of Doctor of Philosophy in history from some German university. Successful completion of the one and a half year's course is not a guarantee of appointment, although it is a pre-requisite for appointment.

The curriculum assumes a general training in history, as attested by the Ph.D. degree, and an acceptable thesis; a training which must have included historical research and methodology, paleography, historical geography, legal history and Germanistik, whatever that is. Instruction in this school tends to be of a technical nature: further intensive work in paleography, training in use of historical sources of the Middle Ages, particularly dealing with the Empire and the Papacy, and practice in the critical examination of manuscripts, establishment of their authenticity, significance of their content, etc; chronology; geneblogy; heraldics.

The candidate is then initiated into some experience in

the preparation of manuscripts for editing and publication. His final examinations include not only these subjects but jurisprudence, economic and social history, German fine arts and the Polish language.

The organization and curriculum of this institute are most interesting for those of us who plan the organization of curricula for the training of American archivists, but, of course, this particular technical background, while essential to German archivists, is not indispensable for American archivists, or even desirable in many of its details. The rigor of the qualifications and the technical excellence of the curriculum, including, as it does, the element of apprenticeship, in association with professional archivists, is a model toward which our instruction might strive as an ultimate goal.

In Spain the state archives have been staffed by government appointments, made in a hit-and-miss manner from likely university graduates with a background of legal or historical studies. I think that is the most charitable way in which we may describe the appointments in Spain. A few of these appointments have been very fortunate and have developed into distinguished and scholarly archivists. The same may be said of Italy, which has produced that eminent leader of archival "science", Signor Casanova; and in the Latin-American countries.

In the Argentine today the Institute de Investigaciones Historicas is making its influence felt for the best in archival appointments, changing the emphasis from a legal background to historical training after the fashion of European practice. And from personal experience, I can say this Institute de Investigaciones Historicas is the best institute of its kind in the New World, and indeed, since the discontinuance of the Carnegie Institute division, in that line the only one in the New World.

The reader will note the relatively small stress placed by the best foreign practice on so-called library science, and the overwhelming insistence on historical erudition, scholarship, constitutional and legal history, all this emphasizing the particular country concerned, and linguistic accomplishment in the relevant documentary fields. It is the historical scholar, equipped now with technical archival training, who dominates the staffs of the best European archives. We think it should be so here, with the emphasis on American history and political science. A course in "library science" would be useful, particularly for purposes of classification, and for the arrangement of libraries auxiliary to archival practice.

But there is a distinct danger in turning over archives to librarians who are not at the same time erudite and critical historical scholars. They tend to put the emphasis upon classification and administration too much, although these things are necessary, and on mechanics rather than archival histology and the sacred principe de provenance, to which they are usually oblivious.

The committee has recently witnessed some distressing examples of the decimal system turned loose in government archives. Originally the archives of the Mexican Ministry for Foreign Affairs were built up in the conventional order, by countries and ministries from which the documents issued. It is today the custom in some foreign offices, as in the United States Department of State since 1906, to classify the documents by subjects according to a decimal system of cataloging rather than by words.

Legations abroad, and all officials in the ministry, are instructed in this new filing system which has its superior advantages for administrative purposes, although it presents difficulties

for the historian. The archivist, however, has only to adapt himself to this system of filing when it begins, when the documents begin to flow in by the new order. But in Mexico a very efficient and zealous archivist, trained in modern library methods, has reorganized the archives of the Ministry of Foreign Affairs according to the decimal system applied ex post facto, completely scrambling up the archives which hitherto had been conserved and used according to the old order. It is as if one took a printed book and rearranged the paragraphs and pages in alphabetical and sub-numeral order according to the items of the index! Impressed by the assiduity of this young man, the Mexican government has given him and his disciples carte blanche with the decimal system into one departmental archive after another, with results paralyzing alike for the historian or the administrator. This ex post facto application of the decimal system is likely to wreak further havoc at the hands of librarian-archivists.

In archival science the librarian can play a useful role, more useful than is admitted in European practice, but it should always be a subordinate role.

After review of foreign practices, and consideration of the peculiar needs of American archives, the committee arrives at the following conclusions.

At the outset it might be stated that in the training of archivists it is possible to distinguish between two groups: the first, or more exalted group consisting of persons seeking education and training for the position of responsible archival direction in major municipal, state, and national archives. These might be designated as archivists of the first class. The Committee believes that such should be recruited from the level of training required for the degree of Doctor of Philosophy in American history

or I might in Political Science in some instance, according to a preparation based on a curriculum which will be set forth briefly below.

The second group will consist of archivists of small municipal divisions, county, state and special commissions, authorities, and establishments of minor political significance, as well as archivists for business firms, corporations, banks, and other private enterprises. It is conceived that this class of archivists would require a less formidable and scholarly preparation, one equal to that of the Master's degree in the social sciences, with a support in library technique. In the remarks below, each of these groups is separately considered.

Group 1. Archivists of the first class.

To begin with, candidates for such training should have received a college education, specializing in the social sciences, including a reliable knowledge of the American political system and its historical development, together with the history of the United States and a broad knowledge of modern history and international relations. A reading knowledge of French and German acquired in undergraduate days is of good value for graduate work where these languages are indispensable for the first class archivists. As for graduate instruction to include a university training for archivists, it is suggested that a special instruction for those who intend to enter into archival work might be easily grafted onto graduate instruction in American history in any first class American university.

The existing instruction in American history, leading to the degree of Doctor of Philosophy, offers fundamental elements for a sound preparation for archival careers, but the student intending to go into professional archival work should be directed into a thesis which would cause him to handle manuscript material of some

considerable range and out of official archives, thus affording him training in such problems of diplomatics, and paleography as can be associated with American history.

In pointing up a course of graduate study in history designed to meet the needs of archivists a course, or courses, should be introduced on the history of archives, and on archival practice, past and present; and the student should be made acquainted with the special literature dealing with archival work, particularly abroad, and notably in Germany, France, Holland and England. It is believed that one comprehensive course could include all these subjects and that such a course might be indicated as a substitution for another course which the graduate student might otherwise have taken.

A course containing the elements of library practice and classification is also recommended. Teachers should insist further upon an absolutely uncompromising stand for competent knowledge of French and German as indispensably necessary for the matriculation of any student who intends to go into archival work. Spanish also would be desirable. These languages, particularly French and German, are indispensable for adequate study of archival practice abroad. Associating the training of archivists with work for the doctorate in American history will afford to the student some latitude of choice for a later career; after he receives the degree, if he does not prefer to go into archival work or does not find the proper opportunity to do so immediately, he would still have an avenue of teaching American history open to him, and vice versa.

The committee remains much impressed by the German example of apprenticeship as a part of the course for the training of archivists and believes it worthwhile for those universities embarking on such a curriculum to consider the possibilities of a voluntary

apprenticeship with the national archives at Washington, or with appropriate state archives. So much for Group 1.

Group 2. Archivists of the second class.

As a graduate training for the second group of archivists mentioned above, it is believed that a two years' course of training on the level of the Master's degree should be erected on an A.B. degree in the social sciences, - the same peidment for graduate work for governmental archivists mentioned in class one. The courses taken in graduate work should include special seminar instruction which will evaluate and appraise documentary materials and courses in American local government (in particular state and local documents), economics and sociology, with special attention directed to the records and particularly public records which exemplify these subjects. Before or after the two years of graduate work in history or political science there should be a selected course from the school of library instruction, particularly in the federal and state documents, bibliography, classification and cataloging, supplemented by practice work designed to fit all the matters together with special reference to archive practice.

It should be possible for competent students to graduate, if they desire, from this Master of Arts work into the Ph.D. work for archivists of the first class above described.

We believe that the quantity and quality of Ph.D. instruction in American history makes it possible easily to insist upon the Ph.D. Degree for the profession of archivists of the first class, but that it might be too rigorous an imposition on young persons who wish to support themselves in such work to insist that they be given Ph.D. training for archivists of the second class; these could content themselves with the requirements for archivists of the second class.

The committee believes for the great majority of the average candidates for the archival profession that the graduate training above suggested will be of the greatest value, indeed indispensable; but we do not wish to dismiss the possibility of promising young men and women rising by hard work and self-discipline and study from the very lowest ranks of archival employment to the top, even without formal university training. After all, education is self-education. Universities and teachers are helps and short cuts to success in determined efforts for self-education and personal advancement.

I thank you.

Nov. 1939

Preliminary Report of the Committee on Internships of the Society of American Archivists and of the American Association for State and Local History

These two Committees owe their origin to the enterprise of Miss Bertha Josephson of the Ohio State Archaeological and Historical Society, who has repeatedly called public attention to the desirability of providing special training and establishing internships for students desiring to work with historical agencies, state, local, and private archival institutions and museums of various types.

After careful consideration of the general subject of training and internships which the Committee feels strongly has equal pertinence, not only for those concerned with manuscripts, archives and museum materials, but also for various other activities of the learned professions, the Committee reports as follows:

One of the interesting phases of the intellectual progress of this and other countries has been the gradual development and public recognition, largely since 1900, of certain separate and distinct professions in the learned world. The librarian, the archivist, the curator of historical manuscripts and of maps, the bibliographer, are cases in point. Slowly through the efforts of individuals, organizations and institutions, scholarly standards have been created and partially applied in practice. Although a few of the leaders have come up the hard way and reached their contemporary achievement through personal effort and with little academic schooling, the majority have found that a preparatory period of undergraduate and graduate studies in colleges and universities is a most useful and necessary asset. Notwithstanding the existence of this preliminary training, which is excellent as far as it goes, it is also true that aside from instruction leading to teaching, this preparation has usually been too general in character to fit the individual for a particular type of work or a particular position. In consequence it has long been recognized that in most instances, the activities of the individual newly employed are only of limited value until the administration has taught him something about the special work in which he is engaged or he has learned how to do it by himself. Usually this means loss of valuable time, extra expense, and unorganized multi-

plicity of method with consequent limitation of productive capacity on the part of the employer and the employee.

Cognizant of this situation, here and there attempts have been made to provide special training additional to that now offered by graduate schools, which would equip an individual to do a particular type of work. An outstanding example of such direct teaching is the graduate library school of which there are many throughout the country. These have provided worthwhile instruction, especially on the technical side, and have done much to produce skilled personnel and to establish standards. However, in recent years the rapid development of various types of libraries and the varieties of different kinds of work to be performed in such institutions have made it difficult for library schools to meet fully the demands of the time. As a result it has been suggested that graduate schools enlarge the scope of their current activities to include training for aspects of library work for which such preparation is now largely non-existent.

Encouraging features of the training idea are the special archives courses recently given at Columbia University and more particularly those offered at American University and at the National Archives in Washington, D.C. Some special training has also been given in a few state archives, such as at the Illinois State Archives at Springfield and in the Hall of Records in Maryland. However, there is need for additional training for work in State Archives and for activities concerned with municipal and local records, as well as the care and administration of industrial, religious and family archives. A further interesting development in training has been the Institute for Local Historians held in Albany, New York, in the summer of 1945. Recently in October an association of newspaper publishers likewise has given additional evidence of the trend toward special training by voting $35,000 to establish courses in Schools of Journalism to prepare students for editorial work.

The intern practice, that is having a student work in an institution while undergoing or subsequent to academic training, in order to provide practical exper-

ience, has long been followed by the medical profession. No doctor or dentist can engage in public practice without a period of internship in a recognized institution. Business firms have likewise accepted the idea of special training and internship and numerous companies now provide instruction for students or employees whom they later plan to assign to particular tasks. The field work of the archeologist is a definitely recognized part of his training. Internships have also been used to a limited extent in recent archival and library instruction.

Despite important progress already noted in the special training of students for certain of the learned professions it is still largely lacking for many others. Among those which can be cited are various aspects of the work of state, local, and private historical societies and of state departments of archives and history, historical commissions and other like agencies. These include activities relating to historical manuscripts, official records, exhibits of museum objects, pictorial records, newspapers, maps, publicity, public relations, editing, publication, direction and administration. Similar preparation is needed for the varied functions of the Division of Historic Sites of the National Park Service in its historical restorations and museum exhibits and of the several state and local park organizations. Other fruitful fields for special instruction are historical research for the production of moving pictures, documentary reproduction, exemplified in the activities of film laboratories, bibliographical enterprises, and research and reference work and a myriad of other concerns in general and special libraries.

Provision for adequate special training would have important practical values for students, institutions and the general public in:

1. Widened opportunity for students desiring to enter the learned professions in categories other than teaching, upon a more satisfactory basis both for themselves and to employers than is at present provided by our educational systems
2. The raising of standards of scholarship in certain of the learned professions.
3. Providing, through internships, additional staff members for institutions without cost to themselves.

4. An increased efficiency in operation and production of both students and institutions.

5. Making a further and practical use of our educational system.

6. Promoting a greater availability of knowledge for society at large.

NATIONAL COUNCIL ON SPECIALIZED SCHOLARLY TECHNIQUES

In view of the above facts the Committee recommends the establishment and operation of a National Council on Specialized Scholarly Techniques to be sponsored by the Society of American Archivists and the American Association for State and Local History and such other learned organizations as may be invited to participate.

MEMBERSHIP OF THE NATIONAL COUNCIL ON SPECIALIZED SCHOLARLY TECHNIQUES

Membership of the Council shall be composed of representatives of the sponsoring organizations, two members to be selected by the Council of each organization. The Council will appoint a Chairman, but this individual is not to be chosen from the Council members. The Chairman will employ a secretary, who may not be a member of the Council. The Chairman and the Secretary will be paid officials. Members of the Council shall serve without compensation. The Chairman of the Council shall act as the directing head and representative of the Council and shall have full voting power. The Secretary shall attend to the correspondence and other business of the Council as directed by the Chairman. Decisions by the Committee shall be made by majority vote with the chairman having a full vote. The office of the Council shall be located at the office of the Chairman or in an institution in the city where the Chairman resides.

OBJECTIVES OF THE COUNCIL

The Council will arrange facilities for special training for professions in the humanities and the social sciences. This training will be designed to include both theory and practice. The Council will also promote like training by other organizations.

RESPONSIBILITIES OF THE COUNCIL

In pursuance of the above objectives the Committee shall be authorized to engage in the following activities -

1. To select and appoint candidates for training to be known as Fellows of the Committee on Training. It shall be a rule of the Committee that candidates for fellowships should possess a college or university undergraduate degree or its equivalent, and are to be selected without discrimination as to race, color or religion.
2. To determine what types of training shall be provided for the Fellows and the specific character, number of hours of work and length of required training for each type.
3. To arrange in cooperation with institutions adequate provision for the required training of Fellows.
4. To arrange with individuals for instruction, additional to that provided by institutions, where this should prove necessary.
5. To compensate institutions providing instruction with tuition fees for each Fellow engaged in training.
6. To pay teaching fees to individuals offering special training to Fellows.
7. To arrange that institutions and individuals which provide training give adequate examinations to Fellows at reasonable intervals.
8. To inspect the instruction offered by institutions and by individuals and if found unsatisfactory to see that it is improved or discontinued.
9. To pay Fellows a sum of $100. a month for the period of training.
10. To pay travelling expenses of Fellows when training requirements necessitate their moving from one institution to another in order to obtain instruction not provided at the first institution.
11. To discontinue an individual grant of a Fellowship if the work of the Fellow in training should prove below the standards set by the Committee.

12. To give Certificates of Training to Fellows completing instruction courses satisfactorily.
13. To arrange with institutions for college and university credits for higher degrees such as the MA and PHD for work done in training courses.
14. To arrange with institutions to grant special degrees for work done by Fellows whenever possible.
15. To collect data relative to training programs and to endeavor to set up standards of quality for professions for which the Committee provides instruction.
16. To act as a clearing house of information on positions for Fellows who have completed training and to recommend them for work for which they are fitted.
17. To act in an advisory capacity with respect to courses and standards in instances where an institution desires to make its own arrangements with other institutions for the training of students and employees, who after instruction will work at the first institution.
18. To promote the offering of short term courses of training by institutions such as the recent Institute for Local Historians held in Albany under the sponsorship of the New York State Department of Education.

RESPONSIBILITIES OF INSTITUTIONS PROVIDING TRAINING FOR STUDENTS

1. In addition to the functions of these institutions, already described in the section of this report relating to the responsibilities of the Council, the training institution, where necessary, should endeavor to mobilize the resources of the community including those of other institutions and of individuals in order to provide the training required.

NUMBER OF FELLOWS

For the initial program the number of Fellows in training should be limited to twenty.

In addition to the above individuals the Council is empowered to accept for instruction a further limited number of Fellows who are not on salary and who pay their own expenses for training received under Council auspices.

TYPES OF TRAINING TO BE PROVIDED

1. These should be limited for the present to functions of historical agencies, archival establishments, libraries and museums.

COURSES OF TRAINING

In order to provide adequate instruction it is essential that training should be comprehensive and thorough and extend for a considerable period, preferably three years.

1. Training courses should be arranged in several categories.
   A. One year training aimed to provide general background of functions of historical agencies, archival establishments, libraries and museums.
   B. Two years training, to include in addition to A, specialization and internship in one of the four types of training offered.
   C. Three years training to include in addition to A, specialization and internship either in one or not more than two of the four types of training offered.

LOCALITIES SELECTED TO PROVIDE TRAINING

Because of the variety of instruction desired the selection of places of training is an important consideration. It is possible that it would prove most satisfactory to have all the training carried out in one locality. However, this would not create the general interest among educational institutions in all parts of the country which it is believed would be aroused by the proposed project and further would be difficult of realization since the best available facilities at present are not sufficiently concentrated in any one place. Nevertheless since the number of Fellows is necessarily restricted it is probable that training should be limited to a few centers where the necessary arrangements with institutions and individuals can best be made, with the object at the same time of maintaining the scope of the project and high quality of instruction. The possibilities of all of these should be explored but final selection should be limited. In making this decision the Joint Committee should likewise bear in mind that even with such centers of instruction

available it will still be necessary and desirable to send a few students for a period to other places to obtain certain special training.

FINANCING OF PROGRAM

Application should be made to a Foundation for a three year grant to finance the training program, this grant to be budgeted as indicated:

Annual salary for twenty Fellows at $1,200.00 each	$24,000.00
Tuition at Institutions for twenty Fellows	6,000.00
Fees to individuals for instruction of Fellows	5,000.00
Annual traveling expense of twenty Fellows	1,200.00
Annual Salary of Chairman	6,000.00
Annual Salary of Secretary	1,800.00
Annual traveling expense of members of the Committee	2,000.00
Office expense of the Committee	1,200.00
Miscellaneous	500.00
Total annual Budget	$47,700.00
Total of Budget for Three Years	$143,100.00

The above budget is purely suggestive and is subject to a complete survey and revision by the operations Council before it is submitted to the foundations.

IMPLEMENTATION OF PROGRAM

The training program should be inaugurated as soon as the Joint Committee has obtained funds to carry out its activities.

Before seeking funds the Committee should decide upon possible personnel for the Chairmanship, explore possibilities of centers of instruction, determine in detail what instruction would be desired, and what cooperation would be forth coming from institutions and individuals in providing it. All of this information should be furnished to the Foundation at the time of application for a grant.

CONCLUSION

It is believed that the carrying out of the above three year project will provide a practical demonstration of the importance of providing special training in

the professions of the humanities and the social sciences above and beyond that available at the present time. That point of progress reached it is probable that a number of institutions would voluntarily enlarge and change their current courses of study to meet training requirements thus relieving the Committee of the financial expense of further instruction. Public demand for more and better trained officials is a certainty in time to come. The instruction program as proposed would accelerate the trend and make earlier achievement of the objective possible. There is little question that the Fellows trained by the Joint Committee would be much in demand by institutions. Their work in time would create further positions for others. Perhaps one of the most important services of the Committee would be to aid in adjusting our educational system to current and future training requipements. Finally in the coming atomic age there is a pressing need of showing the values of the humanities and the social sciences to society at large.

1945

JOINT COMMITTEE OF THE SOCIETY OF AMERICAN ARCHIVISTS
AND THE AMERICAN ASSOCIATION FOR STATE AND LOCAL HISTORY
ON
INTERNESHIPS IN MANUSCRIPTS, ARCHIVES AND MUSEUM WORK

For Professional Instruction in the Preservation of
Our Country's Public and Private Records

Plan for Organization and Work of Joint Committee:

That the joint committee appoint a chairman and an executive secretary (the latter to be either a member of the committee or a person selected by the committee).

That it be the duty of the chairman to be the liaison officer between the foundation providing the grant and the committee, as well as for the conduct of all financial negotiations for the committee with the advice and consent of a majority of the committee.

That it be the duty of the executive secretary to be the liaison officer between the committee and the educational and record-holding institutions selected to participate in the interneship plan. That the executive secretary be responsible to the chairman of the committee.

That the joint committee meet at least annually (preferably at the time of the meeting of the two associations), and that, at that time, the executive secretary present a report of the past year's activities. That other meetings of the committee take place as the need arises.

That the headquarters of the committee be established at the location of the executive secretary.

That applications for college training and applications for interne arrangements be received by the committee through its executive secretary - the applications for college training in manuscript, archival, and museum work to be made by colleges and universities wishing to offer such courses for credit and the applications for interneships to be made by the manuscript or archival institutions wishing to offer such interneships.

The college application should state the nature of the training courses to be offered, the number of credit hours or degree to be given, the prerequisites to be required, the name and qualifications of the lecturer or supervisor to give the courses and the arrangments to be entered into with the cooperating manuscript or archival institution for interne and laboratory training of students.

The manuscript or archival institution should state the facilities for "in-service" work available for the prospective student; should outline the kind of services the interne and laboratory students would be expected to perform; should state the

qualifications of the supervisor who will be responsible for this training; and should state the arrangements made with the cooperating college or university.

These applications to be received by the executive-secretary up to two weeks prior to the annual meeting of the two associations. The executive-secretary and the chairman should organize the data in the applications and make recommendations to the committee. At the annual meeting the joint committee (or a quorum of its members present - one more than half - or three plus one or more members of either council authorized by the absent committee members to act as proxies) should pass upon the applications and select the cooperating institutions (basing their selections upon the funds available for distribution and the calibre of the institutions making application).

The executive-secretary should announce the selection of cooperating institutions sometime between the close of the annual meeting and the end of that calendar year (in order to give the selected colleges ample time to include the training courses in their summer and succeeding season's catalogs).

The cooperating colleges selected are to submit to the executive-secretary the names and addresses of the students registered for manuscript and archival courses, and to report progress of such students at the conclusion of each course.

Selection of the interne is to be made by the individual college, subject to the approval of the cooperating institution, but a case history of each interne is to be sent to the executive secretary and a detailed study plan and a progress report on each interne is to be submitted by each supervisor.

Remuneration to lecturers and supervisors is to be made by the joint committee to the college on a quarterly basis. Remuneration for internes is to be made by the joint committee to the manuscript or archival institution on a quarterly basis. Records of payments made by the college to the lecturer-supervisor and by the cooperating institution to the interne are to be submitted to the executive-secretary.

The office of the executive-secretary is to serve as a clearing house for exchange of problems and methods of inventorying, cataloging, storing, exhibiting, reproducing, servicing, etc. of manuscript and archival materials. The most pertinent ideas gleaned via this clearing house are to be published in the media of the two associations (the American Archivist for the Society of American Archivists and the State and Local History Bulletins for the American Association for State and Local History).

The office of the executive-secretary is also to serve as a clearing house for vacancies and appointments in the fields of manuscript and archival depositories. Its records and files to be available for inquiries on positions to be filled and applicants for such positions.

In addition, the office of the executive-secretary is to serve as a clearing house for lecture course outlines and syllabi, for manuals, and for union catalogs of holdings in manuscripts, maps, archives, pictures, microfilm, posters, etc.

The executive-secretary is to have 2 sets of micro-film (or micro-card - whichever is most practicable) copy made of all pertinent records of the joint committee's business, one set of this film to be placed with the chairman of the committee and the second set to be kept in the office of the executive-secretary.

Plan for Instruction:

I. Survey Course in Historical Materials:

A carefully planned survey course to be given in a limited number of selected institutions (colleges and universities) to qualified students who have obtained the bachelor's degree, who have at least 10 hours survey work in American history, plus ten hours survey work in European or World history, 10 hours in survey of American government and 10 hours survey work in economics. Undergraduate courses in state history, business organization, law, journalism, fine arts, and American literature are recommended as additional aids in preparation for this course. This course is to be given by specialists selected by the participating colleges or university and acceptable to the joint committee. Regular credit is to be given for this course by the college or university and the student is to pay the customary fees for the instruction. Remuneration for the instruction is to be paid to the lecturer by means of stated grants made by the committee to the college.

Suggested contents of the course:

1. History of Manuscripts and Paper, including methods of preservation and repair.
2. Kinds of Manuscripts and Methods of Acquisitions.
   a. Public records, national, state, and local.
   b. Private papers.
   c. Business, Religious and Fraternal Records.
3. Housing of Manuscripts.
   a. Archival Establishments.
   b. Historical Societies.
   c. Libraries.
4. Functions of Manuscripts.
   a. Legal and Economic.
   b. Scholarly.
   c. Social
5. Reproduction Methods (other than written and typed copies).
   a. Photography.
   b. Photostating.
   c. Microfilming.
   d. Microprinting.
6. Collateral Materials.
   a. Books, newspapers and periodicals.
   b. Museum objects.
   c. Maps.
   d. Pictures, slides, clippings, and ephemera.

7. Care and Arrangement.
8. Servicing.
9. Opportunities: present and future.

This course to be of 6 weeks duration, one hour lecture and discussion period a day for five times a week. College credit of five hours to be given for this course (the 6 weeks' lectures plus 6 weeks of lab. work, for which see below). At the end of the first six weeks (it would be advisable to begin this work during the summer session, in June) an examination to be given by the instructor who will select the interne on the basis of merit as demonstrated in class-work plus examination (no discrimination to be made on account of race, color, creed, or sex). The number of internes selected to depend upon the size of the grant and the committee's allotment of interneship remuneration to the individual institutions.

At the end of the six-week's lecture course, the selected interne will then begin "in-service" training on a full-time basis under the supervision of the person in charge of such training (this might be the same individual who gave the 6-week lecture course, or some other qualified member of the historical or archival institution). The interne would receive for this a regular rate of remuneration (possibly $100 per month). The other members of the course would complete the summer session or the quarter's assignment by spending, say, 2 afternoons per week in directed laboratory work at the historical or archival institution. This combination of lecture and lab. work would count as college credit amounting to 5 hours. For the interne, however, who would spend full-time in service, the college credit would amount to 15 hours for the three month period.

II. Archives and Archival Work:

A lecture and discussion course of 4 weeks duration, one hour daily for five days per week, to be offered during the autumn quarter or the first semester for 5 hours credit for qualified students (those who have had the survey course in historical materials) and for 10 hours credit for internes (on the quarter basis - fifteen hours credit on the semester basis).

1. History of Archives, abroad and in this country.
2. Kinds of Archival Establishments.
   a. Federal.
   b. State.
   c. Local (county, municipal).
   d. Business (Management and Labor).
   e. Religious.
   f. Fraternal.
3. Functions of Archives.
   a. Legal.
   b. Economic.
   c. Governmental.
   d. Scholarly.
   e. Social.
4. Methods of Acquisition.

5. Arrangement and Care (including methods of housing, repair and preservation, reproduction, etc.).
6. Collateral Materials (non-archival manuscripts, reference books, newspapers, maps, pictures, etc.)
7. Staff relations (administration, maintainence, etc.).
8. Servicing.
9. Opportunities - present and future.

The 4 weeks of lecture and discussion would be followed by 8 weeks of laboratory work for the non-interne and 8 weeks of full-time service for the interne. On the quarter system this would mean that the course in archival work would last through the autumn quarter. In a college where the semester system prevails, some adjustment would have to be made to account for the extra weeks of the semester-term. The interne could go ahead with the succeeding course in historical society-museum work, and then follow that with the concluding course in writing, editing and publicizing, but the non-interne would have to finish the course in archival work before the end of the semester, and begin the course in historical society-museum work, which would not be concluded by the end of the first semester. In such an instance it might be possible to offer the course in archival work and the course in historical society-museum work simultaneously (that is to offer both courses during the same semester). If this method is followed the laboratory work might be cut to 4 hours per week (instead of six) and stretched to the end of the semester. At any rate the credit arrangement would remain the same, 5 hours per quarter or semester for the non-interne and 10 hours for the interne on the quarter basis (or 15 hours on the semester basis).

III. Historical Society and Museum Work.

1. History of Historical Societies, Manuscript Depositories, Special Libraries, Art Galleries, Museums, and other Reservoirs of Cultural Preservation, abroad and in the U.S.
2. Kinds and varieties of institutions.
3. Functions of the various types.
4. Historical Society and Museum Materials.
   a. Relics, furniture, tools, implements, archaeological, geological and natural history material.
   b. Costumes and textiles.
   c. Pictures and art objects.
   d. Manuscripts, posters, maps, broadsides, etc.
   e. Newspapers.
   f. Books and periodicals.
5. Methods of acquisition, arrangement and storage.
6. The functions of the library in a historical society or museum.
7. Historical markers and memorials.
8. Exhibitions - permanent and special - installation and objectives.
9. Staff relations and problems of administration, maintenance, etc.

10. Services.
    a. To members - membership problems.
    b. To educational groups - juvenile and adult.
    c. To the public in general.
11. Opportunities - present and future.

IV. Historical writing, editing and publicizing:

Like the courses in archival materials and in historical society-museum work, this course, too, will consist of 4 weeks of intensive lecture and discussion to be followed by the remaining period in laboratory work. It will also be open to both the interne and the eligible non-interne. Credit will be 5 hours for the non-interne and 10 hours for the interne. It will consist of three related phases:

1. Writing historical material:
   a. Note-taking, arrangement and synthesis; the use of library materials; organizing the notes, making the outline; making the "fair" copy; footnotes; illustrations; maps, appendices.
   b. The article; the scholarly paper; the monograph or full-length volume; popular papers; the book review; the impromptu talk; the tour talk; the broadcast.
2. Editing historical material:
   a. Periodical editing.
   b. Book editing.
   c. Editing of popular material.
   d. Book review editing.
   e. Preparing copy for press: author-editor and editor-printer relations.
   f. Proof-reading, make-up, and work with illustrations.
   g. Indexing.
3. Publicizing historical material:
   a. Methods of publication - the ordinary arrangements.
   b. Prizes, grants, and special publication arrangements.
   c. Radio publicity.
   d. Newspaper publicity.
   e. Special exhibit, open house, and movie or projecting-machine performances.
   f. Measurement of publicity value.

Completion of all four courses, or a full year's work, would mean 45 hours of college credit (which is the equivalent required in most educational institutions for the M.A. degree) for the interne. For the non-interne, who might be any graduate student in history, political science, economics, business organization, journalism, fine arts, etc., it would mean taking courses in this work totalling 20 hours of credit. The non-interne need not take all the courses but could select the one or more he is most interested in, after taking the survey course (which would be the prerequisite for both interne and non-interne).

Plan for Lecturers and Supervisors:

Not only should the internes be compensated for their full-time service but the lecturers and supervisors who give the courses and supervise the work of both the interne and the laboratory students, should also be compensated commensurate with the time put in, and depending whether the course is given in the lecturer's own institution or in another city. An understanding should be clearly made with the administrators of the archival or historical society that there should be no deduction from the normal salary of the lecturer or supervisor unless someone is employed to replace the lecturer (if said lecturer goes out of town) or assist the supervisor. It should also be definitely understood that the regular staff of the archival or historical institution should not be curtailed and no full-time member be dismissed because of the expected services of the internes or the laboratory students.

Plan for Colleges:

Regular fees should be charged for the above outlined courses and full credit be given to the students taking these courses. The question of a degree for the internes who complete the full course, should be decided by the college and the committee.

Finances:

The committee through its chairman, shall be responsible for the handling of all finances through arrangements with the grantor. That is, allotments to colleges for paying lecturers and supervisors, and to archival and historical institutions for paying internes should go through the hands of the committee (the executive-secretary acting for the committee with the consent and advice of its chairman). This will enable the committee to check on the eligibility of educational and historical institutions applying for such allotments. In instances where the college is willing to stand the expense of the lecturer-supervisor from its own budget, or where the historical society or archival institution wants to pay the full or partial salary of internes from its budget such arrangements should be made with the committee. The funds unused would revert to the committee's fund for future needs.

The services of the executive-secretary and all stenographic assistance, office and postage expense the secretary needs, shall be paid from the funds of the committee. Expenses to the annual meeting of the committee shall be allowed the executive-secretary and the chairman of the committee, except when the annual meeting happens to be in the home city of either officer. Any special meetings which may be called shall be held at the location of the executive-secretary.

Length of Program:

The committee should plan to undertake this program on a five-year basis. The Councils of the two participating organizations might suggest changes and revisions in the machinery of the program, from year to year, within the five year span but the over-all plans of the program should remain without either drastic curtailment or expansion for this period. At the end of the fourth year the Councils should review the accomplishments of the program and decide upon provision for the continuance, expansion, or extinction of the joint committee at the expiration of the fifth year.

War Emergency, 1941-1942

Gen. Libr.
Dec 1941

PROTECTION OF LIBRARY AND RECORDS BUILDINGS AGAINST AERIAL ATTACK

Excerpt from Bulletin No. 3 of the National Archives: The Care of Records in a National Emergency.*

Once an administrator or custodian has concluded that the records in his charge are endangered and that some protective measures are warranted, he should cause a survey to be made of the premises. In doing so he will need competent assistance. There should be consultation with qualified engineers and architects. Information may be obtained from the Office of Civilian Defense and the State and local defense councils. Pertinent studies now under way by interested professional societies and scientific institutions will be published from time to time.

Protection from explosives. -- Adequate protection of buildings against direct hits by most demolition bombs is not practical. It is evident, however, that buildings constructed with frames of steel or reinforced concrete withstand direct hits much better than buildings constructed with load-bearing walls of masonry or brick. Such load-bearing walls usually collapse when subjected to direct hits, blasts from near hits, or heavy lateral pressures such as that caused by earth shock from a bomb exploding within the ground nearby. Steel-frame

*Bulletin No. 3 was published by the National Archives in December 1941. It comprises two documents: "A Joint Report to the Society of American Archivists by the Committee on the Protection of Archives Against Hazards of War, and the Committee on the Emergency Transfer and Storage of Archives"; and "A Select Bibliography on the Conservation of Cultural Resources in Times of War", prepared by the National Archives. These excerpts from the Joint Committee's Report are reprinted here by permission of the Council of the Society of American Archivists. Copies of this Bulletin can be secured by addressing the Administrative Secretary, The National Archives, Washington, D. C.

structures, properly designed, are comparatively immune to earth shock. Likewise the blast from a near hit causes less damage to buildings of steel-frame or concrete-frame construction than to buildings with load-bearing walls. Even though one or more of the non-load-bearing walls are blown in, the loss is limited. If such walls are penetrated by bomb fragments or splinters, serious damage to this type of structure is still unlikely. In general steel frames appear to fare better than concrete provided that the steel frames have been fireproofed. Destruction of steel frames by fire has been many times greater than damage from explosion.

The advantages of the safer type of structure may be had for the storage of records without the expense of erecting an entirely new building. Perhaps with some ingenuity and exploration the administrator or custodian of records will find a structure that can be adapted to his purpose. Officials of the Archives Nationales in Paris have made excellent use of a long low building already on the premises that at one time had probably been a large stable or workshop. Steel frames bearing shelves, passageways, and the like were installed independently of the old walls. If these walls should be blown out by a direct hit or blown in by a near one, there is an excellent chance that the load-bearing steel frame would hold except for any part that might be hit directly.

When the building load is borne by a steel or concrete frame, the primary purpose of the walls, normally, is to withstand the elements and, in the event of an attack, to withstand fragments,

splinters, and, to some extent, blast. The required thickness of the more common building materials for this purpose, assuming an explosion of a 500-pound bomb at a distance of 50 feet, is as follows: Brick, 13½ inches; plain concrete, 15 inches; concrete containing normal structural reinforcement, 12 inches; concrete specially reinforced to resist high local stresses in diagonal tension, 10 inches. Lacking these thicknesses, mild steel plate, 1½ inches thick, a sand or earth revetment, 2½ feet thick, or gravel or stone held in place by wood or iron will yield equivalent protection.

Whatever precautions are taken may be of a permanent of a temporary character. Unless the cost is prohibitive permanent precautions or measures having some peacetime utility are obviously to be preferred. This applies to temporary refuges for evacuated records as well as to permanent depositories. What may be chosen as a temporary refuge, for example, might well continue to serve as an auxiliary or overflow depository in peacetime.

Sandbag barricades, usually restricted to the ground floor, have withstood bomb fragments very well, but otherwise they have not been as effective as it was hoped they would be at the outset of the present war. They provide no protection from earth shock or blast resulting from near hits, and, exposed to normal rainfall and snow, they disintegrate after a few months. As a temporary device, bags of sand, earth, or other materials will undoubtedly be used. A sandbag revetment with an average thickness of 3 feet is a reasonable protection against fragments. A small air space between the wall and the barricade is recommended.

Some protection against the elements will prolong the life of bags of sand or earth.

Windows and skylights are obviously vulnerable points. Windows and other apertures on the ground floor can be protected from near hits by sand or earth facings, 2 to 3 feet thick. All windows could receive excellent protection from 1½-inch steel shutters, if they were procurable. The danger to personnal from shattered glass, like the danger from incendiary bombs, is more fully realized as a result of experiences in Europe during the present war. Since glass may be shattered by explosions at a considerable distance, this danger is more widespread than those dangers resulting from direct or near hits. Except for the effects of a blast from a nearby explosion, some protection can be had. Windows may be left open or removed. Light steel or 2-inch wooden shutters can be used. Scattering of glass may be diminished by devising some adhesive to paste to the glass and overlapping the frames or by wire netting attached to the window sashes. Curtains of heavy materials or mattresses may keep out some debris and diminish the danger from flying glass. Wire netting hung under skylights will serve a similar purpose.

In large buildings containing long corridors or rooms of considerable size, strong partitions may serve as baffle walls to diminish the blast effects of explosions. If such walls are fireproofed they may also serve as fire breaks.

In view of recent experiences it is now believed that, in most multi-storied buildings of steel-frame or concrete-frame construction, the safest areas are those in the lowest portions near the center of the building. The most valuable collections

can be placed in these areas provided there is little danger of the collapse of the whole structure or the fall of heavy machinery from the roof or upper floors. Such areas have protection from the floors above and from the intervening partitions as well as from the outside walls. In smaller buildings of this construction, areas containing valuable collections may be surrounded by sandbags. This was done for the most valued records in the Hungarian Royal State Archives in Budapest, but so far as is known its effectiveness has not been tested.

If aerial attack is imminent, the possibility of loss of power and water must be considered. An improvised water supply may be of paramount importance. The municipal authorities of Washington, D.C., have already requested funds for the construction of reservoirs at key points in the city. Provision of an independent power supply may be justified in some cases. Gas should be turned off at the control point whenever danger is imminent.

Protection from incendiary bombs and fires. — The danger to record materials from incendiary bombs or fires following explosions is acute. In this respect the lesson to be learned from the British experience is important. There appears to be no substitute for constant vigilance during an attack as well as ample preparations before an attack. The difficulty of the problem to be solved is easily illustrated by the fact that one plane carrying a load of 2,000 incendiary bombs and dropping them in lots of 40 per second can cover an area nearly 3 miles long and 300 feet wide, with one bomb, on the average, falling in each 50 x 50 foot square within the area.

Most incendiary bombs will break through the average roof. Frequently their fall will be broken by the next obstruction, usually that of an attic floor. If the attic or upper floors contain inflammable material it will be difficult to limit the destruction. To withstand the penetrative power of a small incendiary bomb weighing a little over 2 pounds, according to the information now accepted as correct, would require 3½ to 4 inches of reinforced portland cement concrete or ¼ inch of mild steel. The resistance that can be expected from existing roofs can be gauged from these figures. The strength of the roofing itself would of course diminish the requirements of the reinforcement. It must be assumed, moreover, that if protection against the smaller incendiary bombs is effective larger bombs would be used.

Protective measures against incendiary bombs may be directed against their penetration and, in the event that they do penetrate, against fire hazards by the provision of coverings on which the bombs can burn out without starting a fire. Both of these objectives may be attained in some degree at least by a single precaution. Existing roofs might be strengthened with mats of concrete reinforced with metal mesh. Two-inch mats of this type should be borne by a properly designed roof without further reinforcing. When the contents of a building are of great value, greater thicknesses of the reinforced concrete are justified. This will usually entail strengthening the roof supports. Wood roof sheathing or flooring can be protected against combustion alone by thinner coverings. A 1½-inch to 2-inch thickness of loose granular incombustible materials, such as limestone screenings, slate dust, dry sand, or ground slag are among those proposed. Some effort, however, must be made to

insure against too much disturbance of the fill. Some covering such as a metal mesh may be used for this purpose. With or without fill a tight deck is desirable.

Since there is no detonation from incendiary bombs and they penetrate most roofs, their discovery is difficult and particularly so in adverse weather conditions. But early discovery is of the highest importance. British regulations now require one watcher station on each defended roof and upper story and one additional station for every 8,000 square feet. Watcher stations at ground level are required at 400-foot to 500-foot intervals. Watcher stations must be given protection against fragments from antiaircraft shells, flying debris, and the effects of near hits by light bombs. More detailed instructions and supervision, equipment, and training in this respect can be expected from the civilian defense authorities in due time.

Bombs of the thermite magnesium alloy type once ignited cannot be extinguished or approached until the thermite mixture burns out. This takes about 1 minute. Thereafter if the bomb is doing any damage or lighting the way for other raiders, its burning may be restrained by covering it with dry sand, ashes, or clay. Moisture of any kind accelerates the burning. When the glow has subsided the bomb can be picked up with long tongs and removed in a container filled with dry sand, ashes, or clay. On exposure to the air, the bomb will reignite until it has burned itself out. Its burning time can be reduced to a few minutes by the cautious application of a fine spray of water.

Recently it has been found that some types of magnesium alloy bombs contain explosive charges that may go off at any time during the burning period. This may cause the bomb to jump 10 feet or more and should be anticipated in the application of controls described here or to be devised later.

Experiments and tests of materials and equipment to be used against incendiary bombs are now being made. Reports on their efficiency will be made from time to time. In this and similar matters administrators and custodians of records will have the guidance of civilian defense authorities, State and local defense councils, and local fire-fighting units. Because of the peculiar extent of the fire hazard to record groups, each administrator or custodian thereof is responsible for the additional precautions that are necessary in his case.

Margaret C. Norton

Personal Copy

RECORD ADMINISTRATION AN THE EMERGENCY PROGRAM OF THE FEDERAL GOVERNMENT[1]

eport of the Committee on Record Administration Of American Archivists

I

Confronted with a national emergency there is scarcely time to put to good effect any of the lessons which we have only recently learned from studies and surveys of public records made or sponsored by The National Archives, the Survey of Federal Archives or the Historical Records Survey and the Society of American Archivists. Drawing freely from these studies, some definition of current and impending problems in record administration, such as that which follows, illustrates both their nature and extent. While apparently there is no one immediately practicable solution thereto, there is good reason for believing that the provision requested in the accompanying recommendation would contribute in a tangible way to avoidance of the record ban which from experience we associate with national emergencies.

On June 30, 1939 the Federal Government had 2,729,393 cubic feet of records in Washington and 5,099,273 linear feet in the field. In Washington alone, 3,741,046 square feet of office and storage space was leased at an annual rental of $3,452,943. There is some cause for reflection in the fact that the annual cost of filing supplies and equipment is not readily available, but its extent can be appreciated from the basic figures given here, and the fact that each standard 4-drawer filing cabinet currently priced at about $31.00 holds only 8 linear feet of records. To these costs are added that for clerical, administrative and custodial employees. In the last seven years, there has been superimposed on these production and maintenance costs, expenditures of over $20,000,000 by the Federal Government on The National Archives and on the Survey of Federal Archives. Because of the necessarily continuing nature of the core of public records, immediate costs and managerial and storage problems

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1/ Report of the Committee on Record Administration of the Society of American Archivists prepared by the Chairman, Emmett J. Leahy. Acknowledgement is made of several helpful suggestions from Helen L. Chatfield, the Archivist of the United States Treasury Department, Philip C. Brooks, Secretary of the Society of American Archivists, Forrest R. Holdcamper, Associate Archivist, and Theodore R. Schellenberg, Chief, Division of Agriculture Department Archives, The National Archives. Solon J. Buck, Director of Publications and W. Neil Franklin, Associate Archivist, both of The National Archives have read the report and expressed a general sympathy with its purposes.

obviously multiply when projected over an indefinite number of years.

During periods of national emergency or of unusual expansion of governmental activity such as the world war years, the period of the New Deal and the present limited emergency proclaimed by the President, the volume of records produced and accumulated seems to be greater proportionately than the measureable increase in government. Of the total accumulation of War Department records from 1789 to the close of the World War, about 61 per cent were created in the last two years of that period. It has been estimated that the records created in England during the first World War equaled the total previous contents of the Public Record Office. In a four year period what is now known as the Work Projects Administration accumulated 235,931 linear feet of records in the field alone and the Social Security Board accumulated 207,000 cubic feet of records in its headquarters office. An experience of the Office of Treasury Accounts is not uncommon. Despite a 75% decrease in personnel over a five year period, there was no accompanying decrease in the sizable housing this office required; the accumulation of records crowded into the space vacated by personnel.

Costs, quantities, and storage dilemmas most tangibly justify a more effective accountability than now exists for the production, organization, maintenance, weeding, microfilming, or other reduction and final disposition of records by departments and agencies; of more enduring importance, however, is the fact that records indispensable to the every day business of government and containing, it has been said, "as much in the way of intellectual resources as there are mineral resources beneath the soil of the North American Continent,"[2] are cloaked with material which should never have been included therein or which should have long since been eliminated therefrom, and for the most part the housekeeping attendant thereon has been found unsatisfactory. Recently a third of all the Federal records in Washington were found to be exposed to danger from fire; nearly half to danger from dust, grit and filth; and smaller proportions to damage from rain, excessive sunlight, theft, mold, vermin, and other hazards.[3]

Enormous increases in record accumulation and the related administrative and housekeeping problems are in extent more peculiarly phenomena of American government during the last three decades. They are directly attributable to methods of documentation and administrative

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2/ Report of the Science Committee to the National Resources Committee, Relation of the Federal Government to Research (Washington, 1938)p. 53

3/ Fifth Annual Report of the Archivist of the United States, 1938-1939, p. 3

practices during that period. Among these are the exploitation of carbon paper and the breakdown and scattering of record offices and record controls without an adequate machinery for holding the scattered record offices accountable for efficient and economical management. There is, moreover, an unexplained contrast between the expensively formal character of written communications with and among the official hierarchy within the average American administrative agency and the informal character of such communications in national administrative agencies in England, Germany and some of the Eastern European countries. This contrast in the character of written communications is emphasized, curiously enough, by the fact that there is an equally sharp but reversed contrast in person to person contact and inferior-superior conduct; in the latter case there is easy informality here and rigid formality abroad. Since this formality in written communications is much less marked in the older American governmental agencies, there may be a clue to some of its causes. The fact persists however that American practice as a whole seems truly possessed of a furor scribendi --- in smooth copy.

When President Taft's Commission on Economy and Efficiency officially and with good reason frowned on the persistent use of press copies and encouraged the substitution of the more efficient carbon copies, the easy multiplication of copies made practicable for the first time multiple files separately maintained. The existence of the latter came to be sufficient justification for the cost of maintenance and control over files as a whole was dissipated. Central Files, where they survived, frequently lapsed to the status of reservoirs to be tapped, not with any great assurance, only when something is lost, to receive current material waived by staff and line offices and to receive, not in any consistent manner, the more bulky non-current files.

That these new conditions are not necessary by-products of the newer methods of recording and that the types of administrative organization contributing thereto are not essential is proven by contrasting and comparatively exemplary practices in some federal agencies, American non-governmental agencies, and national agencies of European governments. One of the most notable of these is the Department of State with its Division of Communications and Records. For present purposes its centralized control of record administration and its emphasis on a unique official record are most pertinent. What multiplication of files or of copies may be practiced in this department has no official status for purposes of preservation. A comparative study of this

and almost any other agency should reveal a striking disparity in the efficiency and bulk of files as well as in the incidental cost of personnel, writing supplies, equipment and filing space, after allowance has been made for differences in the volume of communications. Elsewhere attention has been called to the salutary influence of record administration in the British Foreign Office on that of the Department of State; the two are strikingly similar. Recent reports have stressed a well advanced trend toward centralized control of record administration in the larger private corporations and business enterprises in this country, a trend following from pressure for reduced overhead and cost cutting.[4] Those of us who have had some occasion to observe record administration in national administrative agencies abroad are aware of its sharp contrast to practices and their resulting quantities here. If the writer were sufficiently goaded he might hazard a statement that the total volume of records accumulated at any one time by national agencies of the German Reich is more comparable with the total volume of records, one million and a quarter cubic feet, of the United States Treasury Department than with that of the United States Government as a whole. It appears, therefore, that the germs causing cancerous record growths in the Federal Government are not inescapable; they can be isolated and in their most damaging form they are indigenous to this country.

Immediate large scale reform is not possible nor has any well developed program been proposed. It is doubtful that any great amount of immediate practical advantage could be gained by further legislation or executive order. It is possible and desirable that some of the excellent studies in the causes and solutions of record problems, begun by the former Bureau of Efficiency, will be revived and completed, but this is a long range program. Time also does not permit nor is there any assurance that there is the proper milieu here for an approach such as that made in Germany in 1926 and resulting in the enviable administrative code recently made available in English by Brecht and Glaser.[5]

4/ Edna A. Poeppel, The Development of Record Administration in Commercial Business Houses in the United States, a paper read at a meeting of the Federal Record Conference, Federal Trade Commission Building, January 29, 1941. Typescript, 8 pages.

5/ Arnold Brecht and Comstock Glaser, The Art and Technique of Administration in German Ministries (Harvard University Press. 1940. Pp. xiv, 191)

facilities and procedures already exist in the Federal Government which reduce quantities and expense and insure a more satisfactory body of records in direct proportion to the extent to which they are employed. Among these are (a) general responsibility of the Bureau of the Budget for efficiency and economy in administration, including that of records, within departments and agencies; (b) appropriate preservation and utilization of that part of the non-current records which has been transferred to The National Archives; (c) minimum standards for microfilming projects involving records of permanent value; (d) with the approval of the Archivist and of Congress, reduction of federal records by outright destruction, microfilming, sampling, sale, or deposit in a scientific or other institution; and (e) the prescription of penalties for unlawful mutilation, concealment, or removal of federal records. It is clear that these provisions have been utilized only with varying degrees of success, and the loopholes and time lags therein, serious enough in normal times, are exaggerated by the urgency and scale of the emergency program now under way.

The Archivist is concerned with the incomplete utilization of such provisions. He knows that there are cases of inefficient record administration, that valuable non-current records are poorly preserved by administrative agencies, that many records could be more economically and efficiently preserved on microfilm, that much valuable space and often valuable records are cluttered with valueless material, and files are exposed to theft and other damage or removal by officials separated from the service, but he is not charged with responsibility therefor6/. The extent of his contribution during national emergencies as in normal times, important as that is, is essentially of a service rather than a supervisory character.

The Bureau of the Budget serving as agent of the President in his job of over-all management of the executive branch of the Federal Government, what Luther Gulick unpunctuously terms "posdcorb," is a staff agency which has the means of insuring the accountability which is needed and which the Archivist does not have. A decade ago the Bureau in its watchdog role could not have been effectively approached with a problem of this kind, but its new policy, well illustrated by the recent statement of its Director that "mere yapping at the heels of spending officials accomplishes little that is constructive,"7/ has been given substance by two recent Executive

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6/ See the Archivist's typescript Report on the Relations of The National Archives with Defense Agencies to the Coordinator and Director of Training, Civil Service Commission, January 22, 1941.

7/ Harold D. Smith, The Role of the Bureau of the Budget in Federal Administration, Address given at a joint meeting of the American Political Science Association and the American Society for Public Administration, December 28, 1939. Mimeographed, p. 17.

orders. That of September 8, 1939 charges the Bureau:

> To conduct research in the development of improved plans of administrative management, and advise the executive departments and agencies of the Government with respect to improved administrative organization and practice.
>
> To aid the President to bring about more efficient and economical conduct of Government service.

II

To insure the much needed accountability for current record administration in itself as well as in relation to over all administration, it is recommended that the problem, outlined here, be called to the attention of the Bureau of the Budget. Its officials know best how to approach a problem of this kind. It is possible that some one officer may be made responsible for a program embracing some or all of the points listed below. At present the Bureau has on its staff precedents for and against such channelization of work. Because of the nature of this work and the urgency created by the rapidly expanding activities of the government, a premium should be placed not only on the broad experience but also on the peculiar knowledge and experience of such an officer. While it has been suggested that the qualifications of this officer be enlarged on, the program of work in itself would seem to give a sufficient measure of the officer. Obviously one who is essentially a crusader for microfilm or some other incident of record administration would be as stunted in an assignment of this kind as one noteworthy only because of a nostalgic bias for press copies or for some other form of documentation. Several members of The National Archives staff are specially equipped for the work and have a demonstrated sympathy for the new purposes of the Bureau of the Budget. It would be distinctly in the public interest if one of them could be made available and would accept the assignment at least through one presentation of departmental and agency budgets and perhaps for the duration of the emergency.

The program of work should embrace the following points which vary widely in importance and in the proportion of time which they require. Certain aspects in this program may appear to be new frontiers in record administration, but for the most part they are old problems with new labels.

1. The recommendation of studies and methods through which record administration in the departments or agencies may be coordinated and improved.

Record administration usually must wait upon some larger administrative study of a department or agency and whatever stress there may be on record management in such cases is usually on the primary aspects of receipt, routing and service. Documentation, custody, reduction, and final disposition have not received the attention their expense and importance warrant. This is well illustrated by the excellence in over all administration achieved by the Department of Agriculture, particularly in the fields of budgetary and personnel administration, while at the same time its record administration was as sorry as that of any other department or agency. Its policy of the past several years and its new Division of Communications promise to right the picture.

For the duration of the emergency it would be particularly useful to have consultations at least quarterly with budget officers and heads of record units in administrative agencies most closely related to the emergency and with examiners of The National Archives assigned to such agencies with a view to improving or insuring the maintenance of adequate bodies of records.

Perhaps after some experience with the program here recommended, some consideration should be given to the creation of a council of record administration in The Executive Office of the President, Bureau of the Budget, or in The National Archives similar to that for personnel administration established within the Civil Service Commission by Executive Order No. 8467, dated July 1, 1940. The existing Federal Records Conference has in it the seed of such a council. The council which might be proposed could advise and assist the parent agency and through it the President in the protection and improvement of record administration, and could recommend from time to time to the parent agency or through it to the President needed changes in procedure, rules and regulations. When directed by the President or parent agency, such a council could hold hearings and conduct investigations with respect to abuses and proposed changes and in general could coordinate and "perfect" federal record administration. In these purposes there would be no conflict with or duplication of the National Archives Council.

2. Unsatisfactory and uneconomical organization of files.

There are in the General Accounting Office nearly 500,000 cubic feet of records most of which are comparatively recent in

date. Approximately 100,000 cubic feet however date back to the eighteenth and nineteenth centuries. None of these records have been offered for transfer to The National Archives. Last year the Comptroller General spent $88,526 for the lease of space used exclusively for the storage of records and $129,937 for the lease of space used both for records and for offices. Meanwhile many departments and agencies preserve a duplicate file of documents submitted to the General Accounting Office. Since records in the latter agency for the most part are stored unsatisfactorily for any purpose and arranged primarily for purposes of audit, other agencies have felt it essential for their own protection and information to maintain duplicate files longer than should be necessary.

In applying and accounting for allocations of funds from emergency lump sum appropriations made to the President, five offices accumulate and have preserved thus far substantially similar files of considerable bulk; the Office of Treasury Accounts, the Division of Procurement, the Division of Disbursement, and the spending agency retain for their own protection duplicate files of original documents forwarded to the General Accounting Office. A microfilm salesman, diligently plying his trade, outlined the savings which could be made if one perfected file was preserved in only one of the executive agencies and that file microfilmed. This program is now under consideration. The objective is good but its initiation was altogether too casual to be exclusively depended upon. Underlying all cases of this kind, moreover, is the fact that the original records themselves, permanently retained by the General Accounting Office, are not considered sufficiently available for all official purposes.

One agency new in the last decade finds that it uses upwards of 20,000 filing cabinets. In its organization it has both "central" and "divisional" correspondence files. After a survey it was found that the central file maintained at a very real cost received only thirty or so calls a month. Obviously something was out of joint and the affected officers very reasonably sought advice. Meanwhile examination of the annual estimates covering these record offices was ineffective in turning up the duplication and unnecessary expense. Confusion of this kind between central and divisional correspondence files is widespread.

3. Unsatisfactory and uneconomical methods of documentation.

Frequently departments or agencies have a score or more photostatic copies made of single documents. Where more than a few copies are needed mimeographing, hectographing, multilithing or some other form of reproduction is more economical.

Microfilming has made enormous strides in the Federal Government in the last two years. The scope of its full development is not yet discernible. If its progress under the new statutory provisions effective September 24, 1940 (Public No. 78d, 76th Congress, 3rd session) has been laborious, once it is well launched there will be a compensating insurance against abuse. A similar insurance against abuse of carbon copies was sorely needed at the time of their inception.

The General Accounting Office pays over $20,000 yearly for the lease of two buildings used exclusively for the storage of cancelled checks; most first line national banks microfilm such records. Meanwhile other microfilm projects are proposed and some of these seem to be more to the advantage of microfilm salesmen than in the public interest.

4. Indefinite preservation of records of a kind regularly destroyed or otherwise disposed of by other offices or agencies.

The records of two agencies, the Taft Commission on Economy and Efficiency and the U. S. Food Administration, which have been deposited in The National Archives, contain a considerable proportion of records similar to those regularly eliminated by most agencies of the Government. Storage facilities and maintenance for thirty and twenty years, respectively, for that part of these collections were unnecessary.

The Collector of Customs at Mobile, Alabama has retained since 1820 records which other Collectors of Customs legally destroyed more than a half a century ago.

While the writer feels the Bureau of the Budget is the best and only means of avoiding these and other common omissions and mistakes in record administration, as far as he can ascertain, that Bureau has not eliminated any of its valueless papers as required by law. All agencies have vouchers, payrolls, requisitions, applications for leave, surplus copies of memoranda, requests for publications and information, transmittals, etc., and most agencies regularly dispose of each several years accumulation thereof.

That many problems in record administration should not wait upon broader studies or surveys, and even if they do some of them are consistently overlooked, is again illustrated by an analysis of the existing procedure for the disposition of records as

provided by law (53 Stat. 1219-.221) and administrative regulations.[8] The first time a list of papers is recommended for disposal not only the reporting agency is affected, but also The National Archives, the National Archives Council, The Congress, the Government Printing Office and, if disposal is by sale as waste paper, the Treasury and the General Accounting Office. The writer has charted this procedure in part, and he cannot be rid of an abiding amazement at its extent, delay and general need of improvement.

5. Collaboration with representatives of The National Archives and heads of record offices to insure the segregation as they accumulate of records of transitory value so that their elimination may be prompt and simplified.

At offices of Collectors of Customs lists of the cargo borne by each outgoing vessel are usually filed apart from the much more numerous declarations by exporters covering their consignments on board the vessel. Then preservation of the cargo lists has been recommended and the exporters' declarations are regularly destroyed. But at San Francisco each cargo list is filed with the declarations it covers. Before the latter can be destroyed therefore a tedious separating job must be undertaken.

The Federal Trade Commission after such tedious and expensive weeding of the older records in its central files recommended the disposition of about twenty cubic feet of papers. The Archivist was of the opinion that most of these papers were of permanent interest and they were not destroyed. Meanwhile in the divisions for personnel, accounts, etc. of this same agency there were many file cabinets and a considerable space taken up with records of a kind long since destroyed by other agencies.

6. Methods of elimination of records (by sale, by destruction or by transfer to any state, private, etc. institution).

With an increase in the manufacture of munitions the demand for waste paper increases the price and as in England during the last war may result in the destruction of valuable records. Certain documents reported to be sold by one agency of the Federal Government at

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8/ This program has been appraised elsewhere by the writer. "Reduction of Public Records", The American Archivist (January, 1940) Pp.31-38.

one dollar a ton were recently advertised for resale by a reputable Philadelphia dealer at rates varying from $55.00 to $125.00 for single documents.

Where sale as waste paper, with or without maceration, is in the best interests of the government, it is evident that sales by different agencies in one locality can be coordinated.

In two recent sales the yield was four and three thousand dollars respectively, but in other cases the cost of the sale was greater than the sum received.

The Post Office Department has proposed the elimination of the requirement (53 Stat. 1219-1221) that agencies report to the Archivist for submission to Congress the destruction, sale or other disposition of valueless records made according to law. Only a somewhat similar requirement, however, can provide an accountability for the elimination authorized and keep inventories compiled at great expense up to date. Doubtless the procedure objected to by the Post Office Department can be simplified; the statute obviously includes wording which would have been much better reserved for administrative instructions.

7. The continued preservation of older records by any agency other than The National Archives or the Library of Congress.

At present the Archivist is empowered only to choose from among those records voluntarily offered for transfer by departments or agencies. It is not surprising that the result is spotty. Retention of older records by administrative offices is a subordinate but expensive function actually burdensome to the office and usually damaging to the records. The Archivist is properly concerned but cannot hold departments or agencies accountable therefor. In view of the fact that two thirds of The National Archives' storage facilities are empty, the retention of 100,000 cubic feet of records dating from 1700 to 1894 by one agency spending a quarter of a million dollars for leased buildings is a very real concern of the Bureau of the Budget. In some cases retention of older records by administrative agencies may be justifiable on a basis of efficiency or economy, but such justifications deserve appraisal by an experienced eye.

After further experience it may become evident that some

provision similar to the French decree of 1936[9] should be made requiring that all federal records prior to a certain date, possibly 1860 or 1900, be offered to The National Archives.

8. Transfer or other disposition of the records of any agency about to be or which has been transferred abolished or permitted to expire.

The President is required to include in his order directing transfer or elimination of an agency, provisions for the transfer or other disposition of the records affected by such an order. There have been cases where such a provision has been overlooked. It is important that such records be reduced to their essential core as soon as possible to reduce storage costs, when those best acquainted with the records are still available to assist in the reduction project. Examples have already been given of the unnecessary costs involved in the preservation of the records of two defunct agencies for twenty and thirty years. Characteristically one was an agency for reform and the other an agency resulting from our participation in the last World War.

9. The prevention or remedying of unlawful removal, mutilation or destruction of federal records.

"Any employee of the federal government, having the custody of any public record, or any other person, who 'shall willfully and unlawfully conceal, remove, mutilate, obliterate, or destroy...any record...shall be fined not more than $2,000 or imprisoned not more than three years, or both' and if a government employee 'shall moreover forfeit his office and be forever afterward disqualified from holding any office under the Government of the United States.'" This statute has been honored more in the breach then in the observance, although clerks who added names illegally to old passenger lists in the custody of collectors of customs were severely dealt with by public trial as was the enterprising Negro attendant at the treasury who sold a cartload or more of records to a junk dealer.[10] Shortly after Hugh Johnson left his post as administrator of the N.R.A. there was considerable clucking of tongues and newspaper comment because his secretary remained to remove or destroy that part of his files described by her as too interesting. Only such happenstances as a

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9/ Decret du 21 Juillet 1936 reglementant les Versements dans les Depots d'Archives d'Etat des Papiers des Ministeres et des Administrations qui en dependent. (Melun, Imprimerie Administrative, 1936).

10/ Leahy, loc. cit., [illegible]

spy scare and interagency rivalry have highlighted the recent removal of certain papers of the Civil Service Commission.

One hears from time to time of files of official correspondence which have been segregated admittedly to facilitate their removal upon the resignation of the officials who created them. Dollar a year men and other temporary officials of the Federal government, so numerous in periods of emergency, more easily confuse official and private papers and in separating from the service particularly valuable records are frequently separated with them. Despite quite adequate statutes covering such cases, no one is now responsible for their applicability.

In this connection a more portentous element is introduced by the new dangers which have caused the creation of a committee on the protection of cultural resources reporting to the National Resources Planning Board. The purposes of this committee admittedly embrace public records as well as other cultural resources. It is very much the concern of that committee for example that unique records relating to colonial trade as early as 1740 are stored in the Customhouse at Annapolis close to the U. S. Naval Academy and administrative records of the first Commissioner of Revenue, 1792 and shortly thereafter, are said to be stored at the Schuylkill arsenal in Philadelphia. The removal of records of this nature from such obvious military objectives is only one of the many protective measures being considered. As this program develops or danger becomes immediate, the need for a coordinating implementation of existing procedures and provisions will become more apparent.

10. Advice or assistance to members of the Division of Estimates, Bureau of the Budget in their examination and appraisal of the annual budget estimates and justifications for record offices or record administration submitted by the various departments and agencies.

Examples given herein illustrate the numerous ways in which the Budget Bureau's financial control as well as its responsibility for general efficiency and economy in administration can effect an accountability for record administration per se which does not now exist. Much depends upon the facilities or staff provided in the Bureau of the Budget for an effective appraisal of the estimates and program of work of record offices.

12. Advice or assistance to those agencies concerned primarily or secondarily with record administrations throughout the government notably the Division of Estimates and the Division of Administrative Management in the Bureau of the Budget, the National Resources Planning Board and the Office for Emergency Management, all in the Executive Office of the President; The National Archives; the Office of Planning and Space Control, Public Buildings Administration, and the Standing Committee on Record Protection, Federal Fire Council, both in the Federal Works Agency; and any other agency which may request or need advice or assistance.

Each of these offices was more or less seriously considered before it was finally felt that the Bureau of the Budget, most probably through its Division of Administrative Management under existing conditions, is the best vehicle for attacking the problems touched upon in this report for coordinating or serving in a liaison role between the offices referred to here.

While all records belonging to the government of the United States are under the "charge and superintendence" of the archivist of the United States, such charge and superintendence strictly speaking seems to be negatived by limitation thereof to power of inspection and to requisition for transfer to The National Archives in accordance with the rules of the National Archives Council. It is possible that the rules of the National Archives Council might be revised to charge the Archivist with responsibility for a program approximately all or a part of that outlined here. This would of course fundamentally change the role of The National Archives. If there were such a change it is not likely that it would be made in time to be effective during this emergency.

XII

No part of this report is directed toward isolating or departmentalizing record administration. The report as a whole is intended rather as an appeal for a broader approach thereto than now exists. Until such an approach is made federal record administration will remain outside the stream of splendid progress made during recent decades in those other housekeeping activities of the Federal government having to do with budgeting, personnel, purchasing, reporting and accounting.

April 1, 1941

THE LIBRARIAN OF CONGRESS

Washington, D. C.

September 4, 1941

CONFIDENTIAL

Dear Sir:

The President has asked the Committee on the Conservation of Cultural Resources of the National Resources Planning Board to make recommendations as to the protection against possible air raid damage of materials of cultural, scientific, and historic importance in the possession of agencies of the federal government.

The Committee has given considerable thought to the problem thus presented and has reached the conclusion that materials of the classes referred to may be considered from two points of view: first, with reference to their necessity to the agency with which they are deposited in the performance of that agency's functions and, second, with regard to their value in cultural, scientific, or historic terms. Materials essential to an agency in the performance of its functions must be given protection for that reason alone regardless of historical or cultural or scientific value. Materials not essential to the agency in the performance of its functions need only be given protection if of scientific, historical, or cultural value, and the degree of protection may vary with the degree of value.

1. Materials necessary to the operation of an agency may be divided into two classes as follows:

    a. materials which the agency must have continuously in its own possession in Washington in order to perform its functions. Such materials would be protected <u>in situ</u> so far as protection is possible.

    b. materials possession of which <u>in Washington</u> is not necessary to the agency in the performance of its functions. These materials might be moved to a building or buildings at some distance from the city of Washington where the danger of air attack would be slighter and where they could continue to be consulted in connection with the activities of the agency.

2. Materials the possession of which by an agency is not necessary to the performance of its functions may be divided according to historical, cultural, or scientific value. The degree of protection would vary with the degree of value as follows:

a. materials of the very highest historical, cultural, or scientific value should be given the highest possible degree of protection - i.e., protection in a specially constructed bombproof shelter.

b. materials of considerable but secondary importance or value should be given as much protection as is possible in shelters less expensive than bombproof constructions. Such materials could be removed to a fireproof building or buildings constructed outside the city in a location where the danger of air raid damage would be slight, or could be stored in existing buildings having these characteristics.

c. other materials not essential to the agency in the performance of its functions and not having primary or secondary historical, cultural, or scientific importance should be stored in the buildings of the agency in Washington.

It should be noted that the buildings or shelters conceived of for these two categories of materials differ fundamentally in this: that buildings provided outside of Washington for materials of the first category - i.e., materials necessary in the operation of an agency - would be buildings in which space would be provided for personnel and use, whereas buildings provided for materials of the second category, whether bombproof shelters or other buildings, would be buildings in which materials would be deposited in dead storage with provision only for such inspection and custodial care as is necessary to prevent deterioration.

The availability of adequate housing under these various categories is not yet assured and before steps may be taken to secure appropriations, or otherwise provide these facilities, it is necessary to know, with some precision, the requirements of the various agencies under these several categories. To secure this information, questionnaires have been prepared, copies of which are attached. These questionnaires are in four forms: one to cover records, one to cover books, one to cover paintings, and one to cover museum objects, etc.

It is important that all divisions of your agency which may have materials of the kind here under discussion should be reported.

Certain important observations should be made with reference to the various types of protection discussed above:

1. Storage in bombproof shelters is extremely expensive and space in these shelters must, therefore, be reduced to

the lowest possible point, consistent with adequate protection of materials of the highest value. Materials to be stored in this way must therefore meet the highest requirements as to value, irreplaceability, and importance as a nucleus to collections. The Committee on the Conservation of Cultural Resources will exercise its best judgment in presenting its recommendations of space of this description for each agency. Its recommendations, however, will be made with the necessity of limiting storage space in mind.

2. Materials stored in bombproof shelters WILL NOT be available for study or reference and the only contact permitted with such materials will be such contact as will prevent deterioration.

3. Since bombproof storage must necessarily be community storage, any bombproof shelter constructed will be in the general care of a federal agency.

4. Storage outside of Washington for materials of the class II (b) will be of the same type: that is to say, fireproof storage will be provided on a dead-storage basis and visitation will be limited as above. Existing buildings in nearby cities may be utilized but under the same conditions of storage.

5. As regards materials of the class I (b) - i.e., materials necessary to the operation of an agency which are, however, of such a character that they can be removed from Washington to a safer location, space will be provided either by construction of buildings, or by selection of existing buildings, in which the continued use of materials will be possible, and this space will remain under the supervision of the agency whose materials are there removed. Arrangements for the care of the materials will doubtless vary with each building.

Explanation of the principles involved and assistance in filling in the questionnaires will be provided, especially with regard to records, by representatives of The National Archives who will call upon the various agencies shortly after the issuance of this letter.

It is unnecessary, of course, to emphasize the importance of the matter here under consideration or the necessity of providing Congressional Committees and other interested agencies with the necessary

information at the earliest possible moment. The Committee on the Conservation of Cultural Resources has undertaken to report to the Public Buildings Administration on the requirements of the various agencies of the government before the nineteenth day of September. In order to carry out this undertaking, the accompanying questionnaires, accomplished by representatives of your agency and of its divisions, must be in the hands of the Committee prior to that date. I recognize that this puts a considerable burden of additional work on people who are already overburdened, but time in this matter is truly of the essence.

Faithfully yours,

Archibald MacLeish

Archibald MacLeish
For the Committee on the
Conservation of Cultural Resources

Enclosure

Subcommittee of the Committee on the Conservation of Cultural Resources

Chairman, Archibald MacLeish, The Librarian of Congress
John E. Graf, Associate Director, National Museum
Collas G. Harris, Executive Officer, The National Archives

Questionnaire for use in Connection with Survey of Federal Records, Books, Objects of Art, Museum Objects, etc., conducted by the Committee for the Conservation of Cultural Resources

Date

MUSEUM OBJECTS

Name of Agency

1. Materials which the agency must keep in its possession in Washington in connection with the performance of its functions.....Cu.ft.

2. Materials which must be available to the agency but need not necessarily be held in Washington. Materials of this category would be moved in case of necessity to buildings outside of Washington where the danger of loss would be relatively less but where they could continue to be used by employees of the agency.....Cu.ft.

   a. Floor space needed for personnel servicing such material.....Sq.ft.

3. Materials of primary historical, cultural, or scientific value to be given highest degree of protection in dead storage. Materials of this category would be stored in specially constructed bombproof shelters:

   a. Materials requiring servicing to prevent deterioration.....Cu.ft.
   b. Dead storage.....Cu.ft.

   Please provide a general description of the material in this category, together with a brief statement of the reasons for considering that this material should be given highest possible degree of protection:

4. Materials of secondary but great cultural, historical, or scientific importance and value to be placed in dead storage. Materials of this category would be deposited in dead storage in buildings outside of Washington at locations of relative safety:

   a. Materials requiring servicing to prevent deterioration.....Cu.ft.
   b. Dead storage.....Cu.ft.

Please provide a general description of the material in this category, together with a brief statement of the reasons for considering that this material should be given special protection:

.....

REMARKS:

.....

Signature of Representative of Agency

Title

Before filling out this questionnaire, please read carefully letter of September 4, 1941, signed by the Librarian of Congress on behalf of the Sub-committee of the Committee for the Conservation of Cultural Resources.

Estimates as to size should be provided for any objects of unusual dimensions. Indicate also any other peculiarity of materials, such as highly inflammable spirit collections. Computations of aisle space for those categories of materials which are to be utilized in storage (i.e., No. 2 above) will be made by the Public Buildings Administration. A general description of the containers in which the books are now kept and the way in which they may be packed for evacuation and safe storage should be given. Further explanations will be furnished as needed by representatives of The National Archives. Communications should be addressed to Mr. Collas Harris, Executive Officer of The National Archives. Telephone DIstrict 0525, Ext. 212.

IT IS IMPORTANT THAT THE COMPLETED QUESTIONNAIRES BE RETURNED TO MR. HARRIS BY SEPTEMBER 19, 1941.

Questionnaire for use in Connection with Survey of Federal Records, Books, Objects of Art, Museum Objects, etc., conducted by the Committee for the Conservation of Cultural Resources.

Date

BOOKS

Name of Agency

1. Books which the agency must keep in its possession in Washington in connection with the performance of its functions.....Cu.ft.

2. Books which must be available to the agency but need not necessarily be held in Washington. Materials of this category would be moved in case of necessity to buildings outside of Washington where the danger of loss would be relatively less but where they could continue to be used by employees of the agency.....Cu.ft.

   a. Floor space needed for personnel servicing such books.....Sq.ft.

3. Books of primary historical, cultural, or scientific value to be given highest degree of protection in dead storage. Material of this category would be stored in specially constructed bombproof shelters.....Cu.ft.

   Please provide a general description of the material in this category, together with a brief statement of the reasons for considering that this material should be given highest possible degree of protection:

4. Books of secondary but great cultural, historical, or scientific importance and value to be placed in dead storage. Materials of this category would be deposited in dead storage in buildings outside of Washington at locations of relative safety.....Cu.ft.

   Please provide a general description of the material in this category, together with a brief statement of the reasons for considering that this material should be given special protection:

.....

REMARKS:

.....

Signature of Representative of Agency

Title

Before filling out this questionnaire, please read carefully letter of September 4, 1941, signed by the Librarian of Congress on behalf of the Sub-committee of the Committee for the Conservation of Cultural Resources.

Cubic content in the above estimates should refer to books alone and not to aisle space or equipment. Computations of aisle space and equipment for those categories of material which are to be utilized in storage (i.e., No. 2 above) will be made by the Public Buildings Administration. A general description of the containers in which the books are now kept and the way in which they may be packed for evacuation and safe storage should be given. Further explanations will be furnished as needed by representatives of The National Archives. Communications should be addressed to Mr. Collas Harris, Executive Officer of The National Archives. Telephone DIstrict 0525, Ext. 212.

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Questionnaire for use in Connection with Survey of Federal Records, Books, Objects of Art, Museum Objects, etc., conducted by the Committee for the Conservation of Cultural Resources.

Date

PAINTINGS AND OTHER OBJECTS OF ART

Name of Agency

1. Materials which the agency must keep in its possession in Washington in connection with the performance of its functions.....Cu.ft.

2. Materials which must be available to the agency but need not necessarily be held in Washington. Materials of this category would be moved in case of necessity to buildings outside of Washington where the danger of loss would be relatively less but where they could continue to be used by employees of the agency.....Cu.ft.

   a. Floor space needed for personnel servicing such material....Sq.ft.

3. Materials of primary historical, cultural, or scientific value to be given highest degree of protection in dead storage. Materials of this category would be stored in specially constructed bomb-proof shelters:

   a. Materials requiring servicing to prevent deterioration.....Cu.ft.
   b. Dead storage.....Cu.ft.

   Please provide a general description of the material in this category, together with a brief statement of the reasons for considering that this material should be given highest possible degree of protection:

4. Materials of secondary but great cultural, historical, or scientific importance and value to be placed in dead storage. Materials of this category would be deposited in dead storage in buildings outside of Washington at locations of relative safety:

   a. Materials requiring servicing to prevent deterioration.....Cu.ft.
   b. Dead storage.....Cu.ft.

Please provide a general description of the material in this category, together with a brief statement of the reasons for considering that this material should be given special protection:

.....

REMARKS:

.....

Signature of Representative of Agency

Title

Before filling out this questionnaire, please read carefully letter of September 4, 1941, signed by the Librarian of Congress on behalf of the Sub-committee of the Committee for the Conservation of Cultural Resources.

Estimates as to size should be provided for any objects of unusual dimensions, such as large paintings. Quantities in cubic feet should include packing equipment. Computations of aisle space for those categories of material which are to be utilized in storage (i.e., No. 2 above) will be made by the Public Buildings Administration. A general description of the containers in which the materials are now kept and the way in which they may be packed for evacuation and safe storage should be given. Further explanations will be furnished as needed by representatives of The National Archives. Communications should be addressed to Mr. Collas Harris, Executive Officer of The National Archives. Telephone DIstrict 0525, Ext. 212.

IT IS IMPORTANT THAT THE COMPLETED QUESTIONNAIRES BE RETURNED TO MR. HARRIS BY SEPTEMBER 19, 1941.

Questionnaire for use in Connection with Survey of Federal Records, Books, Objects of Art, Museum Objects, etc., conducted by the Committee for the Conservation of Cultural Resources.

Date

RECORDS

Name of Agency

1. Records which the agency must keep in its possession in Washington in connection with the performance of its functions.....Cu.ft.

2. Materials which must be available to the agency but need not necessarily be held in Washington. Materials of this category would be moved in case of necessity to buildings outside of Washington where the danger of loss would be relatively less but where they could continue to be used by employees of the agency.....Cu.ft.

   a. Floor space needed for personnel servicing such records.....Sq.ft.

3. Materials of primary historical, cultural, or scientific value to be given highest degree of protection in dead storage. Material of this category would be stored in specially constructed bombproof shelters.....Cu.ft.

   Please provide a general description of the material in this category, together with a brief statement of the reasons for considering that this material should be given highest possible degree of protection:

4. Material of secondary but great cultural, historical, or scientific importance and value to be placed in dead storage. Materials of this category would be deposited in dead storage in buildings outside of Washington at locations of relative safety.....Cu.ft.

   Please provide a general description of the material in this category, together with a brief statement of the reasons for considering that

this material should be given special protection:

.....

REMARKS:

.....

Signature of Representative of Agency

Title

Before filling out this questionnaire, please read carefully letter of September 4, 1941, signed by the Librarian of Congress on behalf of the Subcommittee of the Committee for the Conservation of Cultural Resources.

Cubic content in the above estimates should refer to records alone and not to isle space or equipment. Computations of isle space and equipment for those categories of material which are to be utilized in storage (i.e., No. 2 above) will be made by the Public Buildings Administration. A general description of the containers in which the records are now kept and the way in which they may be packed for evacuation and safe storage should be given. Further explanations will be furnished as needed by representatives of the National Archives. Communications should be addressed to Mr. Collas Harris, Executive Officer of the National Archives. Telephone, DIstrict 0525, Ext. 212.

IT IS IMPORTANT THAT THE COMPLETED QUESTIONNAIRES BE RETURNED TO MR. HARRIS BY SEPTEMBER 19, 1941.

THE CARE OF RECORDS IN A NATIONAL EMERGENCY

Joint Report of the Special Committees
of the
Society of American Archivists
on the
Protection of Archives against Hazards of War
and on the
Emergency Transfer and Storage of Archives

October 1941

THE CARE OF RECORDS IN A NATIONAL EMERGENCY

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INTRODUCTION

The custodian and administrator of public and private records cannot be immune from the pressure of increased activities brought about by a national emergency. He must consider methods of protection for his records from the dangers to them resulting from those activities and from possible enemy action. What these dangers are and what protective measures are appropriate for meeting them should be of vital interest to all persons responsible for the administration or custody of records. This applies whether the records are public, such as those of Federal, State, county, and municipal agencies, or private, such as those of business firms, labor organization, churches, schools, patriotic and fraternal societies, political and social organizations, and even families and individuals. It applies also whether the records have remained in the custody of the agencies that originally created or preserved them or have been transferred to the custody of archival establishments, historical societies, or libraries. Certainly historians, social scientists, and other scholars who use records for research purposes are also vitally interested in their preservation.

Custodians and administrators whose records are located within from 100 to 150 miles of the coast or within areas of likely military objectives such as communication centers, military or naval concentration points, oil refineries, and shipyards will perhaps bemost concerned with protection from military hazards. Administrators everywhere, however, must face the consequences of emergency activities.

Those remote from areas of military danger may be required to furnish space for collections moved, to render increased service, to assist in the proper control of the bulk of new records created, and to aid in the problem of preserving a proper record of the emergency.

European experience in past wars has shown the importance of cooperative planning in advance of an actual emergency. For instance, at the start of the Spanish Civil War juntas or committees of interested citizens, including artists, architects, librarians, historians, and archivists, took on themselves the task of assembling exposed collections from widely scattered areas at central places within the provinces, usually in the quarters of historical or archival agencies. The juntas were able to save much, but the rapidity and violence of military operations prevented the removal of many documents of value.

Before the outset of the present war, most European nations had made preparations for the removal and storage of their most valuable records. In the spring of 1939 many records of the French Foreign Office had been removed from Paris to a safer location and plans were under way for the evacuation of many of the documents in the British Public Record Office. In Budapest, areas within the Hungarian Royal State Archives building set aside for the preservation of valuable medieval documents were protected by sandbags banked in the passages and against the windows. The sandbags were put in place during the crisis of September 1938 and were still in place in March 1939. It

is noteworthy that in these cases precautions were taken in advance of actual military danger.

Lack of advance planning, on the other hand, has sometimes been responsible for the unnecessary destruction of valuable records in Europe. Collections have been weeded out indiscriminately or sent intace to the paper mill. Others have been sent to unsafe or poorly improvised storage places.

Whatever the plans, the administrator or custodian of records should make them in cooperation with the various local councils for civilian defense in his area and with the regional administrator for the Office of Civilian Defense. Since the actual operation of his program, particularly for evacuation, will depend on the degree of danger to which his records are exposed, he should take particular pains to keep in touch with the regional administrator for civilian defense who, in turn, will be able to draw upon military and naval advice. The jurisdiction of each of these regional administrators coincides with an Army corps area, and his headquarters are in the same city as those of the Army corps. Present addresses of the officials in the various areas are as follows:

I. 9 Park Street, Boston, Mass.

II. Port Authority Building, 111 Eighth Ave., New York

III. Enoch Pratt Library, 400 Cathedral Street, Baltimore, Md.

IV. United States Post Office Building, Atlanta, Ga.

V. 427 Cleveland Avenue, Columbus, Ohio.

VI. 120 South LaSalle Street, Chicago, Illinois.

VII. 620 World-Herald Building, Omaha, Nebr.

VIII. 1014 Majestic Building, San Antonio, Tex.

IX. 2471 Greenwich Street, San Francisco, California

For information as to changes in the addresses of these officials, the custodian or administrator should communicate with the Office of Civilian Defense in Washington, D.C. He is also urged to keep in touch with that Office for further and more detailed information concerning hazards and building protection.1/ On specific problems of selecting material for protection and other problems of record management, custodians should consult competent authorities. Information as to such authorities may be obtained from the Secretary of the Society of American Archivists, Box 6154, Washington, D. C., or the secretary of the American Association for State and Local History, Box 6101, Washington, D. C.

1/ See Civilian Defense: Protective Construction (Structure Series, Bulletin 1. Washington, 1941), prepared by the War Department and issued by the Division of State and Local Cooperation of the Office for Emergency Management. Material of this type will doubtless be issued from time to time by the Office of Civilian Defense.

HAZARDS LIKELY TO AFFECT ARCHIVES

Records are exposed to two kinds of danger at this time. The more pressing danger results from the impace of emergency activities on archival and record administration. There is pressure for the transfer of trained personnel and the diversion of funds to what is considered more urgent work. The space occupied by records is needed for other uses, and the records themselves are in demand because of the greatly increased value of waste paper. It becomes increasingly difficult to obtain materials of satisfactory quality with which to make the most essential documents of the present day. Controls normally effective over the creation of current records tend to be dissipated by the hurried and temporary character of emergency record administration. The less immediate but more easily defined danger is the destructive effect of a possible enemy action such as occupation, resulting in seizure, or bombing, resulting in fire, or abnormal exposure.

Hazards resulting from effects of emergency activities. - Emergency demands have already depleted the staffs of national and local record offices and of non-governmental manuscript depositories abroad. The skeleton staffs of such agencies have had to postpone indefinitely much of the normal work of their profession in favor of wartime needs. In the United States, where archives administration is a young profession, the comparatively few trained custodians and administrators can best serve the national interest in the field of their special competence. Within that field there are excellent opportunities for extra-

ordinary service.

During periods of greatly expanded activity, such as the World War years, the period of the New Deal, and the present national emergency, records accumulate in great volume. Of the total accumulation of War Department records from 1789 to the close of the World War, about 81% were created in the last 2 years of that period. In England the records created during the World War equalled the total previous contents of the Public Record Office. In a recent 5 year period, what is now known as the Work Projects Administration accumulated 235,931 linear feet of records in its field offices, and the Social Security Board accumulated 207,000 cubic feet of records in its headquarters office. The great bulk of modern records renders them peculiarly vulnerable to emergency demands.

Expanding governmental and business activity creates an urgent pressure for space. Less current records must give way to more current files; buildings used for the storage of records are demanded for office use. Essential or valuable records are in imminent danger of outright destruction or slow disintegration because of their consignment to damp, verminous cellars, or to attics where they are in danger of being damaged by fire, theft, dust, filth, and mold.

Added to the pressure for space is the increased demand for old paper to be used in the manufacture of new paper products and munitions. To satisfy this demand in England during the last war many valuable records in public and private custody were destroyed. In 1940 the Master of the Rolls issued an urgent appeal for aid in preventing the

destruction of historical documents as waste paper. In the early summer of 1941 some restrictive measures were taken by the Federal Government to conserve paper and paper stock. Competent record administrators and custodians are in a strategic position not only to protect their treasures and insure an adequate record of current activities but also to assist in the solution of space and waste paper problems. Disposal of great quantities of valueless governmental and private records can and should be made. A well advised and continuing program of disposal tends to relieve the pressure on the essential or valuable core of such records. To this end and for purposes of economy, it is important that selection for disposal be made promptly. The Federal Government, most States, many municipalities, and most private concerns have established procedures for the reduction of the bulk of record material. If such procedures have not been established or if they do not include the counsel of an archivist, director of a State or local historical society, historian, or some similar authority, the necessary steps to develop them or to provide such counsel should be taken.

It is necessary that such measures be taken not only for the records that came into being before the present emergency but also for those created by emergency activities. By the nature of these activities good housekeeping is subordinated to speed, and the resulting records usually do not experience the restraining influences of normal times such as established procedures, experienced personnel, segregation of permanent and temporary files, regular eliminations, and

some provision for long-range storage. An effort should be made to have experienced record administrators or their assistants employed by permanent branches of the Government or by private concerns assigned to record management in the new and probably temporary branches of the Government. Those so assigned should bear inmind the necessity of preserving indefinitely the records in their charge that have continuing administrative, legal, or research value. With this goal in mind they should provide for an adequate permanent file, for the prompt elimination of nonessential and particularly of duplicate material, and for a satisfactory disposition of the remaining records upon the termination or transfer of the activity.

In the solution of these and other record problems, microphotography will undoubtedly play an increasingly important role. Microcopies can ease the pressure for space, provide an insurance copy of records having an intrinsic, symbolic, or sentimental value, and in some cases be an excellent alternative to evacuation or other transfer. It is the responsibility of each administrator, however, to see that all legal, administrative, and other requirements are satisfied when microphotography is employed.

There is a proportionately larger number of new or temporary officials in most phases of governmental and private enterprise during periods of greatly increased activity. This fact increases the danger of removal and possible loss of records, frequently of the most important character, by these officials or employees when they separate from a service. If this danger is borne in mind, fairly simple

measures to prevent the removal or loss of records can be devised to fit each circumstance. In some States, for example, outgoing officials are required by law to sign a receipt for the records as well as for the equipment, books, and other materials in their charge.

Military hazards.--Although the danger to records in the United States from direct military action seems to be relatively remote, some consideration must be given to what may be a most serious problem. Under the circumstances aerial attack, perhaps token bombing, is the most likely hazard. According to information available at this writing, the main types of bombs against which protective measures may have to be taken are those shown in the accompanying chart. 2/

TYPES OF BOMBS

2/ Sherwood B.Smith "Air Raids and Protective Construction," The Military Engineer, 33:287 (July-Aug. 1941). The author defines sectional pressure as the weight of the bomb divided by the maximum cross sectional area, in square inches in this case. Sectional pressure has a considerable effect on the velocity attained by the bomb and on the penetration. Penetration is directly proportional to the sectional pressure, according to accepted formulas. Terminal velocity is defined as the maximum velocity attainable by a bomb.

The most important types of bombs from the standpoint of civil protection are demolition bombs and incendiary bombs. There are instances, however, of the use of aerial mines, which carry a much greater quantity of explosives. Such mines caused widespread destruction among the weaker structures in the poorer sections of London. Thus far armor piercing and fragmentation bombs have been directed only against primary military objectives such as warships and troops. Gas bombs have not been used.

Demolition bombs are designed for the primary purpose of destroying buildings and other structures. The majority of them dropped in attacks on European cities have not exceeded 550 pounds in weight. Protective construction to withstand direct hits from medium-sized missiles of this type is not generally practicable.

Such factors as shape, weight, dimensions, sectional pressure, strength of case, and type of fuse, determine the penetration of any bomb. The current estimate that slightly more than 5 feet of reinforced concrete (Class A, 3,400 lbs.) is necessary to withstand a direct hit of a 500 pound bomb with a delayed action fuse illustrates the difficulty of devising adequate protection. The penetration of a bomb with a delayed action fuse usually is two to three times greater than that of a bomb with an instantaneous fuse.

Bombs dropped from airplanes travelling between 120 and 210 miles per hour at altitudes from 2,000 to 20,000 feet may strike at angles to the horizontal varying from 51 to 83 degrees. Greater or lesser angles are possible in dive bombing. Walls and foundations,

therefore, are vulnerable to direct hits.

Effective protection can be devised against bombs bursting nearby. When a bomb with an instantaneous fuse strikes the ground or some other substantial object, it penetrates the greater part of its length before exploding. The blast is outwards and upwards. Splinters are thrown out at an extremely high velocity, more than twice the muzzle velocity of a service rifle. These may pierce nearby brick or concrete walls or may be fatal to persons as much as 200 yeards away. Objects or persons close to or flat on the ground in such cases fare remarkably well. The blast following detonation of an explosive consists of a compression wave and a suction wave. The compression wave is more violent and of less duration. Objects nearby may be torn to pieces and blown a considerable distance. Objects not shattered or blown in by the pressure wave may be pulled toward the center of the explosion by the weaker suction wave because of its greater duration.3/

If a bomb, usually one with a delayed action fuse, penetrates well into the ground, its detonation causes an earth shock or earth wave. This is frequently referred to as mining and may cause considerable damage. In such cases, however, blast and splinter effects are reported to be negligible.

The effects of near hits by demolition bombs are not confined to blasts and splinters or mining. Particularly in urban areas, where most record offices are located, there is danger of flood from

3/ Civilian Defense: Protective Construction, 6 ff.

shattered sewers and water mains and of fire from broken power and gas lines. To the omnipresent dust problem must be added hazards from exposure and falling debris.

Incendiary bombs ignite on impact and burn with intense heat. One large bomber can drop as many as 2,000 incendiary bombs. Composed chiefly of magnesium, thermite, oil, or other highly incendiary material, they are effective against inflammable targets such as most urban areas and munitions dumps. Even the lighter incendiary bombs will break through average roofing. Because precautionary measures were inadequate, incendiary bombs caused very great damage in London in 1939 and 1940.

In addition to the damage resulting from the more common demolition and incendiary bombs, there is the possibility of damage from aerial gunfire, since modern military aircraft carry not only machine guns but small cannon as well. Moreover, fragments of anti-aircraft shells falling from great heights can be injurious to persons, light tile roofs, and skylights. The precautions taken against demolition and incendiary bombs should be more than enough protection against these additional hazards. The remoteness of any danger from artillery fire or naval bombardment of coastal areas minimizes the consideration that need be given to the greater penetration of the shells used in either of these operations.

If the known types of gas bombs should be used they will be likely to cause damage to records only if the gas they release settles in liquid form on the records themselves. The damage can be minimized

or nullified by standard methods of decontamination, which usually involve the application of some alkalizing agent.

SELECTION OF ARCHIVES FOR PROTECTION

The custodian of either public or private records, once he has taken stock of his position and knows the hazards he must face, should determine what protective measures he will take for the records in his charge. These measures will depend to a large extent upon the quantity and the importance of his records. Practical considerations of cost will in most cases force the custodian to appraise his records on the basis of importance and to give the highest degree of protection to those considered most valuable.

Bases for determining the most important records may be uniqueness, age, irreplaceability, and legal or research value. To the tax collector, incomplete tax returns for 1940 will be more important than completed tax returns a hundred years old. A deputy collector of customs at a small Atlantic port may be more interested in keeping his current motorboat file than in preserving crew lists, manifests, and other shipping records of the port in the early days of the Republic. The research student and scholar will be apt to consider important those records which show how things were done or from which the growth and development of an institution may be studied. The old shipping records will be much more important to him than the motorboat licenses, and the old tax returns will be as important as the present ones. To the layman those records on which his citizenship and property rights

depend will be considered most vital; for example, land plates, registers of deeds and mortgages, and records relating to birth, death, and naturalization. To the State orNation as a whole some records have importance as symbols of fundamental rights, for example, the Declaration of Independence and the State and Federal Constitutions, and others, such as any letters and papers of Washington and Lincoln, have great sentimental value.

The custodian, then, must balance these various points of view and weigh them against his own knowledge of his records; in the end, what records he selects for the various degrees of protection will depend upon his own common sense and best judgment. The following types of records might be considered important from one or another of these points of view.

Types of important records.--Custodians of Federal and State records should attach especial importance to records of relations with other countries, laws and proclamations, legislative journals and papers, correspondence relating to matters of policy, documents relating to property or legal rights such as contracts, accounts, enrollments and registers of vessels, and court records, registers of professional licenses, corporation and insurance records, election and military service records, mine maps, and the like. County clerks and recorders should consider important boundary survey plats, registers of deeds and mortgages, and court records. Any official -- city, county, State, or church -- in charge of records relating to births, marriages, deaths, and naturalization should realize their

value, particularly in view of the continually increasing demand and need for such records. Secretaries of business firms probably will give first consideration to such records as charters, deeds, minutes and legal, financial, and claims records; the charge accounts of a large department store or the insurance policies of a great insurance company would no doubt get special protection. Schools, universities, trade and labor organization, and patriotic and fraternal societies all have records vital to their functioning or important from an historical point of view.

Service demands.--If current work is not to be completely disrupted, it must be emphasized that the custodian also has to consider all these types of records from the point of view of use. He must make sure that those records on which there are essential service demands are available until the latest possible moment. Evan then they must not be placed in completely dead storage. The custodian of current public and business records in particular must face this problem. Conversely, those records for which there are few if any calls of an urgent character may be removed or withdrawn completely from use at any time before an emergency arises.

Plans for selection already proposed.--Consideration of some of the plans already made for selecting records deserving various degrees of protection may behelpful to the custodian in determining his own course of action. The archivists of the various provinces of the Netherlands, for instance, in general selected for the highest degree of protection all records before 1700, the oldest charter collections

and nobility records, the oldest church and legal documents, some boundary maps, and the oldest baptismal, marriage, and funeral records.

The Division of Manuscripts of the Library of Congress selected materials on the basis of irreplaceability and uniqueness and gave primary attention to those considered most important for the history of democracy. Ninety percent of the material was deemed worthy of some degree of special protection, but this material was divided into six groups on the basis of importance. The A-1 groups was kept as small as possible by rigid selectiveity in order to facilitate removal. Included in this group were the original materials of earlier date than 1763, such as the Magna Charta; all political material of official and private or personal from 1763 to 1783, including the papers of the Continental Congresses, the Articles of Confederation, the Declaration of Independence, and papers of Washington, Hamilton, and other founders of the Nation; papers and records of the Confederation period to 1789, including the Constitution; papers of all Presidents and members of the Government to 1825; and a few distinguished or highly representative items from the primary political sources after 1825. The A-2 group was quite large and consisted of most of the important political material from 1825 to date. The A-3 group was made up of the leading economic, military, religious, artistic, scientific, and literary writings. the A-4 group included papers concerning the various professions and materials similar to those in the A-3 group but of secondary importance. The A-5 and the A-general group consisted of the remainder of the manuscripts, including, for example, letters of private soldiers in

the Civil War, and of reproductions of manuscripts. 4/

The National Archives has analyzed the records in its custody and placed them in three groups. Group one includes those fundamental records the preservation of which from capture and damage is deemed necessary for the public morale and the Nation's honor. Group two includes essential records the loss of which would prove a serious handicap to Government agencies, scholars, and others. This group is subdivided into two categories: (a) Those records that can readily be removed to safety without seriously handicapping service because considerable portions of them exist in duplicate form and (b) those that cannot readily be moved because of existing demands for service. Group three includes the great bulk of the records; these records will not be evacuated.

As applied to a specific case - the records of the Department of State in the custody of the Archivist - this grouping shows the following results:

Group I includes ratifications of the Constitution and the first 10 amendments, papers concerning the ratifications of amendments 11 to 19, laws of the United States, Presidential proclamations, and Executive orders. The texts of most of these documents are in print, and the records could be removed before a critical emergency arose.

Group II-a includes treaties with foreign powers and with the Indian nations, records regarding Presidential electors, diplomatic

4/ See Jerrold Orne, Report on the Precautionary Measures Regarding its Collections Adopted by the Library of Congress, 10-12 (Washington June 1941).

and consular instructions and despatches, boundary commission records, claims and other commission and international conference records, and miscellaneous records such as Territorial papers. These records could be removed on notice of danger. Group II-b includes notes to and from foreign legations in Washington, domestic correspondence of the State Department, and registers of diplomatic, consular, and domestic correspondence. Because these records are in constant demand for service they would not be removed until danger is imminent.

Group III includes records that are important but not "fundamental" or "essential"; they will not be evacuated but will be given all possible protection in the National Archives Building.

The Business Historical Society has prepared a pamphlet entitled The Preservation of Business Records (Boston, 1937), which includes a mimimum list of material that a business firm should keep. This list may also be helpful to the custodian of business and other non-governmental records in determining the relative importance of his records for purposes of protection or evacuation. The list includes ledgers containing controlling accounts, journals to the control ledgers, balance sheets, auditor's reports, tax returns, reports summarizing specifications and sources of supply, summary statements of purchases, inventories, pay rolls, and sales, charts of plant layout and the flow of work and materials, comparative figures of production, reports of advertising, minute books, and policy letters and reports.

Whatever plan is adopted, again it must be repeated that the record custodian must balance the various points of view as to importance against the nature and use of his records and make his selections

on the basis of his own common sense. He probably will have a few records to which he will give the highest degree of protection either by evacuation or removal to safer places within his depository, a somewhat larger group to which he will give special protection in place, and a large group to which he will be unable to give any special protection.

BUILDINGS AND STORAGE FACILITIES

After the responsible authorities have appraised their record groups and measured their value against the known or foreseeable hazards, they can then determine the protective measures that may be necessary. Close cooperation throughout with the civilian defense authorities is important. In many cases, collections normally are not housed satisfactorily. The hazards of a national emergency may give the impetus needed for the provision of better buildings or improved storage facilities. In a few cases plans for new quarters may have been approved. In that event the administrator or custodian is in a better position to obtain maximum protection for the records in his charge than he would be otherwise.

The great weight of responsibility for the preservation of records should counteract any disinclination to act because of skepticism concerning the effectiveness of an enemy action against the continental United States. This responsibility for preservation and the housing it entails are essentially long range in character. Precautions must be taken against both immediate and potential dangers.

There was a greater destruction of records in Paris during the struggle between the Versailles government and the Commune in the early 1870's than there was during the preceding invasion and occupation of Paris by the Prussians. The almost total loss of the Irish archives from the bombing of the Four Courts in Dublin in 1922 resulted from internal strife rather than from a foreign foe. The gaps in many of the Federal archives in the Southern States for the period of the Civil War is an American testimony to this danger. The destruction of records by fire, flood, and other "Acts of God" need not be discussed here.

It is of first importance that wherever possible record depositories be outside the zone of military objectives. Preference should be given also to areas that are likely to be comparatively free from civil or other pressure. Because of the urgency and scope of emergency activities, civil and other authorities seeking office and storage space may dangerously crowd or displace records of the past stored in governmental, industrial, or other centers. These considerations should be borne inmind in the selection of permanent or temporary buildings. It is significant in this connection that the new Bohemian Provincial Archives Building is located away from the governmental and business center of Prague and that the building erected after the last war for the Prussian Privy State Archives is located in a suburb of Berlin. The situations of the Franklin D. Roosevelt Library, the Hayes Memorial Library, and the Hoover Library of War, Revolution and Peace are precedents to be considered.

Once an administrator or custodian has concluded that the records in his charge are endangered and that some protective measures are warranted, he should cause a survey to be made of the premises. In doing so he will need competent assistance. There should be consultation with qualified engineers and architects. Information may be obtained from the Office of Civilian Defense and the State and local defence councils. Pertinent studies by interested professional societies and scientific institutions now under way will be published from time to time.

Protection from explosives.--Adequate protection of buildings against direct hits by most demolition bombs is not practical. It is evident, however, that buildings constructed with frames of steel or reinforced concrete withstand direct hits much better than buildings constructed with load bearing walls of masonry or brick. Such load bearing walls usually collapse when subjected to direct hits, blasts from near hits, or heavy lateral pressures such as that caused by earth shock from a bomb exploding within the ground nearby. Steel frame structures, properly designed, are comparatively immune to earth shock. Likewise the blast from a near hit causes less damage to framed buildings of steel or concrete construction than to buildings with load bearing walls. Even though one or more of the non-load bearing walls are blown in, the loss is limited. If such walls are penetrated by bomb fragments or splinters serious damage to this type of structure is still unlikely. In general steel frames appear to fare better than concrete provided that the steel frames have been fireproofed.

Destruction of steel frames by fire has been many times greater than damage from explosion.

The advantages of the safer type of structure may be had for the storage of records without the expense of erecting an entirely new building. Perhaps with some ingenuity and exploration the administrator or custodian of records will find a structure that can be adapted to his purpose. Officials of the Archives Nationales in Paris have made excellent use of a long low building already on the premises that at one time had probably been a large stable or workshop. Steel frames bearing shelves, passageways, and the like were installed independently of the old walls. If these walls should be blown out by a direct hit or blown in by a near one, there is an excellent change that the load bearing steel frame would hold except for any part that might be hit directly.

When the building load is borne by a steel or concrete frame, the primary purpose of the walls, normally, is to withstand the elements and, in the event of an attack, to withstand fragments, splinters and, to some extent, blast. The required thickness of the more common building materials for this purpose, assuming an explosion of a 500 pound bomb at a distance of 50 feet, is as follows: Brick, 13 1/2 inches; plain concrete, 15 inches; concrete containing normal structural reinforcement, 12 inches; concrete specially reinforced to resist high local stresses in diagonal tension, 10 inches. Lacking these thicknesses, mild steel plate, 1 1/2 inches thick, a sand or earth revetment, 2 1/2 feet thick, or gravel or stone held in place by wood or iron will yield

equivalent protection.

Whatever precautions are taken may be of a permanent or a temporary character. Unless the cost is prohibitive permanent precautions or measures having some peacetime utility are obviously to be preferred. This applies to temporary refuges for evacuated records as well as to permanent depositories. What may be chosen as a temporary refuge, for example, might well continue to serve as an auxiliary or overflow depository in peacetime.

Sandbag barricades, usually restricted to the ground floor, have withstood bomb fragments very well, but otherwise they have not been as effective as it was hoped they would be at the outset of the present war. They provide no protection from earth shock or blast resulting from near hits and, exposed to normal rainfall and snow, they disintegrate after a few months. As a temporary device, bags of sand, earth, or other materials will undoubtedly be used. A sandbag revetment with an average thickness of 3 feet is a reasonable protection against fragments. A small air space between the wall and the barricade is recommended. Some protection against the elements will prolong the life of bags of sand or earth.

Windows and skylights are obviously vulnerable points. Windows and other apertures on the ground floor can be protected from near hits by sand or earth facings, 2 to 3 feet thick. All windows could receive excellent protection from 1 1/2 inch steel shutters, if they were procurable. The danger to personnel from shattered glass, like the danger from incendiary bombs, is more fully realized as a result

of experience in Europe during the present war. Since glass may be shattered by explosions at a considerable distance, this danger is more widespread than those dangers resulting from direct or near hits. Except for the effects of a blast from a nearby explosion, some protection can be had. Windows may be left open or removed. Light steel or 2-inch wooden shutters can be used. Scattering of glass may be diminished by devising some adhesive to paste to the glass and overlapping the frames or by wire netting attached to the window sashes. Curtains of heavy materials or mattresses may keep out some debris and diminish the danger from flying glass. Wire netting hung under skylights will serve a similar purpose.

In large buildings containing long corridors or rooms of considerable size, strong partitions may serve as baffle walls to diminish the blast effects of explosions. If such walls are fireproofed they may also serve as fire breaks.

In view of recent experiences it is now believed that, in most multistoried buildings of steel or concrete frame construction, the safest areas are those in the lowest portions near the center of the building. The most valuable collections can be placed in these areas provided there is little danger of the collapse of the whole structure or the fall of heavy machinery from the roof or upper floors. Such areas have protection from the floors above and from the intervening partitions as well as from the outside walls. In smaller buildings of this construction, areas containing valuable collections may be surrounded by sandbags. This was done for the most valued

records in the Hungarian Royal State Archives in Budapest, but so far as is known its effectiveness has not been tested.

If aerial attack is imminent, the possibility of loss of power and water must be considered. An improvised water supply may be of paramount importance. The municipal authorities of Washington, D. C., have already requested funds for the construction of reservoirs at key points in the city. Provision of an independent power supply may be justified in some cases. Gas should be turned off at the control point whenever danger is imminent.

Protection from incendiary bombs and fires.--The danger to record materials from incendiary bombs or fires following explosions is acute. In this respect the lesson to be learned from the British experience is important. There appears to be no substitute for constant vigilance during an attack as well as ample preparations before an attack. The difficulty of the problem to be solved is easily illustrated by the fact that one plane carrying a load of 2,000 incendiary bombs and dropping them in lots of 40 per second can cover an area nearly 3 miles long and 300 feet wide, with one bomb, on the average, falling in each 50 x 50 foot square within the area.

Most incendiary bombs will break through the average roof. Frequently their fall will be broken by the next obstruction, usually that of an attic floor. If the attic or upper floors contain inflammable material it will be difficult to limit the destruction. To withstand the penetrative power of a small incendiary bomb weighing a little over 2 pounds, according to the information now accepted as

correct, would require 3 1/2 to 4 inches of reinforced portland cement concrete or 1/4 inch of mild steel. The resistance that can be expected from existing roofs can be gauged from these figures. The strength of the roofing itself would of course diminish the requirements of the reinforcement. It must be assumed, moreover, that if protection against the smaller incendiary bombs is effective larger bombs would be used.

Protective measures against incendiary bombs may be directed against their penetration and, in the event that they do penetrate against fire hazards by the provision of coverings on which the bombs can burn out without starting a fire. Both of these objectives may be attained in some degree at least by a single precaution. Existing roofs might be strengthened with mats of concrete reinforced with metal mesh. Two-inch mats of this type should be borne by a properly designed roof without further reinforcing. When the contents of a building are of great value, greater thicknesses of the reinforced concrete is justified. This will usually entail strengthening the roof supports. Wood roof sheathing or flooring can be protected against combustion alone by thinner coverings. A 1 1/4 to 2-inch thickness of loose granular incombustible materials, such as limestone screenings, slate dust, dry sand, or ground slag are among those proposed. Some effort however, must be made to insure against too much disturbance of the fill. Some covering such as a metal mesh may be used for this purpose. With or without fill a tight deck is desirable.

Since there is no detonation from incendiary bombs and they penetrate most roofs, their discovery is difficult and particularly so in adverse weather conditions. But early discovery is of the highest importance. British regulations now require one watcher station on each defended roof and upper story and one additional station for every 8,000 square feet. Watcher stations at ground level are required at 400 to 500 foot intervals. Watcher stations must be given protection against fragments from antiaircraft shells, flying debris, and the effects of near hits by light bombs. More detailed instructions and supervision, equipment, and training in this respect can be expected from the civilian defense authorities in due time.

Bombs of the termite magnesium alloy type once ignited cannot be extinguished or approached until the thermite mixture burns out. This takes about 1 minute. Thereafter if the bomb is doing any damage or lighting the way for other raiders, its burning may be restrained by covering it with dry sand, ashes, or clay. Moisture of any kind accelerates the burning. When the glow has subsided the bomb can be picked up with long tongs and removed in a container filled with dry sand, ashes, or clay. On exposure to the aid. the bomb will reignite until it has burned itself out. Its burning time can be reduced to a few minutes by the cautious application of a fine spray of water.

Recently it has been found that some types of magnesium alloy bombs contain explosive charges that may go off at any time during the burning period. This may cause the bomb to jump 10 feet or more

and should be anticipated in the application of controls described here or to be devised later.

Experiments and tests of materials and equipment to be used against incendiary bombs are now being made. Reports on their efficiency will be made from time to time. In this and similar matters administrators and custodians of records will have the guidance of civilian defense authorities, State and local defense councils, and local fire fighting units. Because of the peculiar extent of the fire hazard to record groups, each administrator or custodian thereof is responsible for the additional precautions that are necessary in his case.

EVACUATION

The evacuation of archives, manuscripts, or other papers from original depositories to places of emergency storage, although an extreme measure, will in many instances prove to be the most practical means of insuring their complete and certain protection. The existence in the United States, even in the Atlantic coastal region, of many areas that can be considered relatively danger free invites the formulation of a program of evacuation on a scale not possible in Europe.

The decision as to what to evacuate will normally be made when the record groups of an office or institution are initially appraised and priorities for protection are established. The element of cost will probably be a determining factor in most cases, and for this reason the expense involved in evacuation should be carefully estimated

before any decision is reached. Field agencies of the Federal Government and subordinate State offices will usually need or at least desire the approval of superior officials before removing their records. If such authority is necessary it should be obtained before detailed plans of evacuation are attempted. National or State-wide plans for the protection of records may modify local or individual action.

It must be emphasized that evacuation can not be improvised on the spur of the moment. Administrators or custodians must plan carefully, in advance and in detail, all stages of the scheme of evacuation, establish clearly the lines of personnel responsibility, and above all coordinate every effort with the plans of other administrators and with those of the civil and military defense authorities. Any plan of evacuation will of necessity consider these problems: When to evacuate, the selection of emergency storage, proparation for removal, transportation and care in storage.

When to evacuate.--Since the nature of modern warfare precludes the drawing of definite conclusions as to the degree of emergency existing at any time and renders hazardous the prediction of future developments, custodians of archives who have decided upon evacuation will find it difficult to determine the time when removal should take place. Obviously evacuation must not be so long delayed that transportation and communication facilities will be interrupted or utilized for military operations or in the interest of civilian defense. Records having such great value that their safety must be insured at

all costs should be evacuated before an actual emergency arises. Premature action based upon an hysterical appraisal of the situation will be avoided if administrators and custodians keep in touch with the local military and civil authorities and are guided by the advice of these officials.

It is of greatest importance that those individuals who are to supervise the evacuation process be prepared to act on short notice. When the time for removal does arrive the one essential is that the task be accomplished speedily and without mishap. For this reason the plans for evacuation should not be delayed. The sooner they are formulated the better. The plans, carefully drawn and in written form, should cover all contingencies, and staff members assigned to handle the transfer should familiarize themselves with every detail.

The selection of emergency storage facilities.--The necessity for coordination of effort in planning for the evacuation of archives is presented most clearly by the problems involved in the selection of an emergency depository. Such a depository must, of course, by reason of its construction or location, be relatively free from danger, and the determination of this fact will require the advice of construction engineers and military authorities. Whether a proposed depository may in time of emergency be required for the use of civilian defense or by the military forces are additional preliminary questions to be resolved only on the advice of responsible officials.

In metropolitan areas containing numerous record-keeping

institutions considerable duplication of effort will be avoided if the agencies and offices concerned cooperate in the selection of available storage facilities. Each administrator will be limited to some extent by his own peculiar problems, but an integrated program will achieve far more satisfactory results than will uncorrelated individual activity. Since it can be presumed that a large number of the record or other manuscript groups that ought to be evacuated will be relatively small in volume, cooperative action to reduce the cost of storage facilities is highly desirable. Joint action by several agencies may, by a distribution of rental costs, make available to all a depository that otherwise would be impractical.

A survey of available depositories such as that projected by the Historical Records Survey of the Work Projects Administration can be recommended to all administrators and custodians whether acting individually or in concert. Before such a survey is undertaken, however, inquiry should be made at the Office of the State Director of the Work Projects Administration to ascertain whether the Historical Records Survey project has been initiated in the locality concerned. Any survey of proposed depositories should obtain for each building exact information as to its location, accessibility, ownership, and capacity and such features as heating, lighting, and ventilation. Such structures as unused factory buildings or mills should be considered in addition to office buildings and regular warehouses and bank vaults. The greatest economy of space will be achieved in those buildings whose floor levels do not exceed 7 feet 6 inches clear. Experience in Great Britain indicates that country homes in areas remote from military objectives have afforded a maximum of safety. Among the emergency depositories

selected for the evacuation of the large collections of the British Public Record Office are a prison, a castle, and a hospital.

It is reported that a New England historical society has already made plans for the evacuation of its material to a university in the western part of the State. This action may well serve as an example to governmental agencies and private organizations. Large business concerns operating in several sections of the Nation should, for instance, be able to remove records that are in danger to branch offices less exposed to the hazards of war. Churches, fraternal organizations, labor unions, and other private agencies may find it possible to make somewhat similar arrangements. Evacuation of records in this manner has the obvious advantage of permitting continued use of the documents with little inconvenience.

The peculiar needs of each administrator or custodian must be considered before an emergency depository is selected. Servicing requirements, for instance, will determine the space required and the distance from the operating office of buildings in which records may be stored. It may be necessary also that quarters be provided for personnel. Especially fragile materials will require better storage facilities than more durable records. Film records should be stored in fireproof vaults in which they can be periodically inspected. A complete canvass of individual problems should be made before a depository is selected and leasing agreements are concluded.

Special attention must be called to the desirability of checking

carefully the physical characteristics of a proposed depository. Floor plans that indicate the location of doors, windows, stairs, and elevators and the maximum storage can easily be prepared. Estimates as to capacity should be made with due regard to arrangement requirements and the type of container to be used as well as to the carrying weight of the floors. Paper records, whether bound or unbound, deteriorate quickly when exposed to extremes of temperature or humidity, to excessive light, or to dirt and insect pests. Dampness and insects are perhaps the two most prevalent and dangerous hazards to records. Insect pests can be controlled in most cases by use of a poison bait. Sodium fluoride and starch or borax and starch mixed in 50-50 proportions have proved effective against most of the ordinary insects.

Ideal conditions of storage require a constant relative humidity of between 45 and 55 percent. While a low relative humidity is not especially dangerous for records in deat storage, a high relative humidity is very dangerous to all records. Unventilated basements are not safe for the storage of records unless precautions are taken to reduce the excessive humidity. This can be done by raising the temperature of the room or by the use of a desiccating agent such as calcium chloride. It is best in matters of this nature to obtain the assistance of air conditioning or chemical engineers or other experts. Unless staff members are to be located in the depository, temperature and ventilation are not of extreme importance. A temperature of from 65° to 75° is desirable, and some materials such

as vellum bindings deteriorate in temperatures over 80°.

Preparation for removal.--Any plan for the emergency removal of archives or other records should provide for the preparation well in advance of the materials involved and for the assignment to specified personnel of the responsibility for supervising the transfer. Each administrator will naturally consider the possible demands that may be made upon his staff in time of emergency by the military or civilian authorities. In general office buildings, county court houses, and other buildings containing a number of record-keeping agencies that have decided upon evacuation, the selection of personnel should probably be made jointly. A single plan of evacuation for such depositories will certainly result in less confusion than half a dozen plans prepared and carried out independently of each other. Rapid removal, it must be repeated, will be of the first importance once evacuation is undertaken; delays will be avoided if plans are drawn cooperatively to cover such practical details as the use of elevators, stairs, loading platforms, and trucks. In any case, each individual selected to assist in the evacuation of records must be fully informed as to the part he is expected to play.

A logical first step in planning for the actual physical transfer of records, if more than one group or a single group consisting of several parts is concerned, is the establishment of the sequency of their removal. Ordinarily priority should be given to the most valuable papers, but practical considerations, such as the plan of arrangement necessary in temporary storage, may affect the decision. Once

the sequence of removal has been determined, descriptive lists or inventories of the material should be prepared. These should be complete enough to establish accurately the nature and amount of each group of records. Sufficient copies of the lists should be prepared so that one may be kept with the records and one or more by the administrator or custodian.

A first rule in the management of archives and manuscripts is that utmost care must be exercised to protect the files from the danger of disarrangement. This caution should be borne in mind when consideration is given to the problem of containers. When practical it is wise to transfer records in their original containers and thus reduce to a minimum the handling of the papers themselves. It can be anticipated, however, that in many cases the limitations of transport or storage facilities will preclude the use of original containers. In such cases and for bound volumes and other material filed on shelving or in containers that cannot be moved, special containers will have to be provided.

The size and kind of containers procured will depend upon such factors as the money available, the means of transportation, and whether the containers are to be used in storage, as well as upon the type of record to be removed. Collapsible corrugated cardboard boxes if properly packed are perhaps the most satisfactory and inexpensive containers available, and they have the added advantage of occupying little space prior to use. Cardboard transfer cases to accommodate either legal or standard size correspondence files are also available

in most localities. If containers that open on top are stacked in tiers in storage, consultation of the records in them will be inconvenient if not impossible. Shelving can be provided for the boxes but the cost of this equipment may make it preferable to use a different type of container. The single drawer steel transfer case, though relatively expensive, is so designed as to make possible the servicing of records in bulk storage.

Some custodians may desire to have special containers constructed to hold cardboard letter boxes, bound volumes, manuscript boxes, and the like. Local costs will determine the material to be used. For bound volumes British authorities recommend the use of a collapsible plywood box, 25 x 19 x 12 inches, fastened with screws and with the top and bottom removable. Such containers can be stacked in tiers on their sides and, with either top or bottom removed, serve as shelves in the depository. If this is desired the volumes must be packed in such manner as to be accessible when the box is opened.

Regardless of the type of container or box decided upon, record custodians should consider the following suggestions: (1) A few standard sizes will be less expensive and more convenient than numerous special sizes. (2) Containers ordinarily should be small enough to be handled when packed by one man. If original containers, such as 4-drawer filing cabinets, are to be used, the additional personnel and equipment necessary to move them must be provided. (3) For convenience in storing and transporting, containers having protruding

handles, locks, or hinges should not be used. (4) All containers should be obtained beforehand.

After the sequence of removal has been established and containers have been procured, the next step in arranging for the evacuation of records is to provide for the packing and tagging of the containers. All containers should be packed tightly, although undue strain or pressure on the records should be avoided. Filing drawers should be filled to capacity or otherwise tightened to prevent spilling of the papers. When necessary the ends or sides of packing boxes or cases should be filled with crumpled paper. Bound volumes will be subjected to least strain if they are packed flat. Partly filled letter-file boxes should be consolidated or the loose condition corrected by crumpled paper. Maps that cannot be packed flat may be rolled and tied and inserted in cardboard tubes. The use of waterproof paper is recommended for all containers if the relative humidity of the depository is likely to be excessive. All containers should be sealed while in transit.

Immediately after packing, each container should be tagged or marked in such a way as to indicate adequately and concisely the custodial institution, the contents, and the sequence of the file group. If tags are used, they must be fastened securely to the containers, preferably by glue, in order to avoid possible loss in moving; as an additional safeguard a second copy of the tag may be placed inside the container. If containers are to be marked, crayons or paint are preferable to chalk. To aid in locating material

consigned to storage, the symbols and numbers used on containers should be added to the descriptive lists or inventories of the evacuated material.

Transportation.—The means of transportation used to effect evacuation will depend upon the volume of material to be moved, the distance to be covered, and comparative costs. Large groups of records to be shipped long distances may perhaps be handled most conveniently by railroad; ordinarily, however, motor transport will be found most adaptable to the transfer of records. Since the method of transportation should be taken into consideration in selecting the type of container to be used and the manner of packing, the choice must be made at an early date. Provisional arrangements with the transportation concern selected should cover such items as insurance and labor to be supplied. If trucks are to be used, their weatherproofing, the number of shipments and their spacing, the routes to be followed, special equipment necessary (dollies, skids, stevedores), and similar problems should be analyzed.

Whatever means of transportation are chosen, it should be made certain that the facilities will be available on short notice and in spite of the abnormal conditions that will arise during an emergency. To avoid trouble, it may be reiterated, as much of the evacuation process as possible should be accomplished before an immediate emergency arises.

An essential function of the personnel assigned to handle the evacuation of records will be the supervision of the loading and

unloading of the containers. One staff member at least should supervise the placing of the containers on the trucks and another should see to their deposit in emergency storage. Unless the trucks are locked, it will be wise to provide for additional members to accompany the shipments. Shipment receipts should be made out for each truck load and checked carefully when the trucks are unloaded.

Care of records in emergency storage.--Complications in the management and care of records placed in emergency storage will be avoided if attention is given beforehand to the preparation of the depository and to the plan of arrangement desired for the record collections. Few depositories will be found that do not require some renovation or repair. All necessary work of this character should be done as soon as arrangements for the use of the depository are concluded. Provision should also be made in advance for such items as emergency fire protection, telephone installation, and special equipment for the handling or storing of containers. If shelving is to be used, detailed and exact figures on sizes and amounts should be obtained and provision should be made for its installation. Because of the danger of dampness containers should not be placed directly on basement floors. Frames at least 6 inches high on which the containers can be placed should be installed before the transfer begins.

The plan of arrangement to be given records in storage will be limited to some extent by the nature of the depository and by the character of the records. A complete plan showing the disposition of each record group should be perfected and the staff members responsible

for the supervision of the transfer should adapt the sequence of shipments to it. Files to be placed in dead storage will naturally be assigned to the least accessible portions of the repository. No records should be placed in close proximity to heating apparatus. Ordinarily some facilities should be provided for the use of personnel and guards stationed at the depository. If bound volumes or other records are to be unpacked after deposit in storage, it may be desirable to provide for an area in which this task can be accomplished.

Records valuable enough to justify the expense and labor of evacuation should not be placed in storage and then forgotten. To guard against the danger of dampness and insect pests, periodic examination of the material should be made. A definite routine of checking should be established and in all cases a record should be made of findings. Until it is certain that atmospheric conditions in the depository have been stabilized it is important, particularly in basement depositories, that a daily check be made of the relative humidity. This can be done easily by use of a wet and dry bulb thermometer. Whenever the relative humidity exceeds 55 or 60 percent, a condition dangerous to records is indicated, and steps should be taken immediately to correct the situation. When conditions are known to be stable, a check of the relative humidity once a week should be sufficient.

Officials who have records in emergency storage should also guard against their possible loss by fire or theft. Fire fighting equipment will be determined by the location and construction of the depository. Personnel in charge of the records should be trained in its use. All doors and windows should be supplied with suitable locks, and, if possible, guard service after working hours should be provided.

EXECUTIVE OFFICE OF THE PRESIDENT
NATIONAL RESOURCES PLANNING BOARD
WASHINGTON, D. C.

December 15, 1941

To Archivists, Librarians, Manuscript Custodians, Public Records Officials, Museum Directors, and All Others Concerned With the Preservation of Records and Cultural Objects.

We desire to call to your attention the fact that the facilities of the Historical Records Survey are available to assist you in taking protective measures for the care of valuable records and cultural materials and objects in the present emergency. During March 1941, the Presidential letters defining the work of the Historical Records Survey projects in the 48 States were amended to authorize these projects "to make descriptive inventories of housing and storage facilities in protected areas for emergency deposit of records, archives, manuscripts, and museum treasures, and to assist curators and custodians in preparing priority lists of such materials." It is recommended that a committee of directors and custodians of institutions containing valuable materials be established in each State. Each committee should immediately confer with the Director of the State Defense Council and the State Work Projects Administrator to develop an appropriate program of action. Procedures for this work will be furnished upon request by the Executive Secretary of the Committee on Conservation of Cultural Resources, The National Archives, Washington, D. C.

Chairman, Committee on Conservation of Cultural Resources

Acting Librarian of Congress

Archivist of the United States

Executive Secretary, American Library Association

Director, Association of American Museums

EXECUTIVE OFFICE OF THE PRESIDENT
NATIONAL RESOURCES PLANNING BOARD
WASHINGTON, D. C.

To State Chairmen

Dear

I am enclosing a copy of the bulletin on "The Care of Records in a National Emergency" referred to in my letter of December 18, 1941.

This has been printed in a very limited edition, but we are now preparing a request to the National Resources Planning Board to provide funds for reprinting it in an edition large enough to make possible its general distribution.

To aid us in preparing this request, I would appreciate very much your letting me have at your earliest possible convenience an estimate of the number of copies which can be profitably used in your state and the most effective means of distribution.

Sincerely yours,

Collas G. Harris
Executive Secretary
Committee on Conservation
of Cultural Resources

EXECUTIVE OFFICE OF THE PRESIDENT

National Resources Planning Board

Washington, D.C.

December 18, 1941

L. Hubbard Shattuck, Director
Chicago Historical Society
Chicago, Illinois

Dear Mr. Shattuck:

Realizing the dangers in the international situation, the National Resources Planning Board established in March 1941 a Committee on Conservation of Cultural Resources which has been charged by the President with the preparation of plans for the protection of materials of cultural, scientific, and historic importance in the possession of Agencies of the Federal Government. The committee is composed of representatives of the leading institutions holding such treasures, of the principal interested professional organizations, of the Army, and of the Office of Civilian Defense. A smaller executive committee is responsible for carrying out the policies agreed upon by the larger group. This committee has made extensive plans for the protection of museum objects, works of art, records, manuscripts, and library holdings of Federal agencies in the District of Columbia and has attempted to accumulate technical information which will assist curators of such materials throughout the country in working out their own problems.

Actual involvment in war and the established presence of enemy aircraft over American cities emphasize the immediate importance of similar protective planning and action among the curators of state, local, and privately owned cultural resources throughout the country. To initiate such action, we are suggesting that you act as temporary chairman to convene a committee of persons interested in this pressing problem in your State. Among the persons who we feel sure would like to work with you, and from whom such a committee could be assembled are:

Dr. Thorne Deuel, Chief, Illinois State Museum, Springfield
Clifford C. Gregg, Director, Field Museum of Natural History, Chicago
Dr. Thomas R. Hall, 4540 Magnolia Avenue, Chicago
Edward J. Hughes, Librarian, Illinois State Library, Springfield
Major Lenox R. Lohr, Director, Museum of Science & Industry, Chicago
Carl H. Milam, Executive Secretary, American Libr. Assn., Chicago
M. Llewellyn M. Raney, Director, Uni. of Chicago Libraries, Chicago
Daniel Catton Rich, Director, Art Institute of Chicago, Chicago
Carl B. Roden, Librarian, Chicabo Public Library, Chicago
Franklyn B. Snyder, President, Northwestern University, Evanston
Carl M. White, Director, Uni. of Illinois Library, Urbana
Dr. John A. Wilson, Director, Oriental Institute Museum, University of Chicago

Prompt action is vitally important, and we urge strongly that you call this group together at the earliest possible date and that even before it meets you take the responsibility of initiating contact with the State Defense Council, the Regional or State Planning Board and the State Work Projects Administrator.

The functions of such a state committee may include:

1. To survey the state to determine what irreplaceable or peculiarly valuable cultural and scientific treasures, including historical buildings, are exposed to danger from bombing or other enemy attack.

2. To formulate necessary plans for the protection or removal of such treasures, including a survey of safe storage space.

3. To take steps to guard against the destruction or damage of cultural resources, especially records and papers, due to the pressure for office space, the need for waste-paper, and similar hazards incidental to wartime activity.

4. To call forcefully to the attention of the proper authorities in each state the necessity of including the protection of cultural resources in the general program for civilian defense.

5. To act as a liaison body through which the central Committee could act in effectuating national policies, as for instance in locating space to which holdings of other states or the District of Columbia might be moved in the event of extreme emergency.

In carrying out these functions, you will find that the Historical Records Survey of the Work Projects Administration can be of material assistance, as its projects are authorized to make surveys of space for emergency storage of records, books, paintings, museum holdings, and the like; to assist in preparing priority lists of such materials for evacuation or other protection; and to render other useful services. Due to the rapidly changing situation we urge that you communicate with the State Work Projects Administrator immediately concerning the possible use of this project in the emergency.

The availability of WPA assistance through the Historical Records Survey is further described in the attached memorandum, copies of which have been sent not only to the persons mentioned in this letter, but to a number of libraries, historical societies, museums, archival agencies, and similar institutions throughout the State.

We are enclosing a copy of a letter of September 4, 1941, from the Librarian of Congress, acting for the Committee on Conservation of Cultural Resources, to other Federal agencies, which may be helpful to you in estimating the problem. We are

also mailing, under separate cover, a bulletin of the National Archives on "The Care of Records in a National Emergency". Additional copies can be obtained by addressing the Executive Secretary, Committee on Conservation of Cultural Resources, The National Archives, Washington, D. C. Further suggestions and technical information will be made available from time to time by this Committee.

In undertaking to suggest a temporary chairman and call to your attention persons from whom a committee can be chosen, it has been our purpose only to initiate action. The composition and organization of any permanent committee in each State should be worked out by the interested institutions and individuals within the State.

I will appreciate your notifying me by air mail at the earliest possible moment of your willingness to take the responsibility for getting things started in your State and of the action which has been taken. Speed is of the utmost importance.

Sincerely yours,

Collas G. Harris (signed)
Executive Secretary
Committee on Conservation
of Cultural Resources

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CHICAGO HISTORICAL SOCIETY

North Ave. at Clark St.
L. Hubbard Shattuck,
Secretary & Director

December 30, 1941

Hon. Edward J. Hughes, Librarian
Illinois State Library
Springfield, Illinois

Dear Sir:

You have no doubt received a copy of a letter dated December 18, 1941, from the Executive Office of the President, National Resources Planning Board, which letter asks me to take over the temporary chairmanship of a committee composed of representatives of the leading institutions in the State of Illinois holding materials of cultural, scientific and historic importance.

Your name has been suggested to me to serve on this committee. I hope very much that you will find it possible to be a member of the committee and would deeply appreciate it if you will give this subject some consideration and thought so that we may have the benefit of your advice when the meeting of the committee is called, which I hope will be in the very near future.

In order to facilitate matters, I am enclosing a self-addressed postal card on which I would be glad to have you indicate your willingness to accept membership on this committee of Cultural Resources of the State of Illinois.

Sincerely yours,

L. Hubbard Shattuck, (signed)
Secretary

lhs:bp

Dec-1941

ARCHIVES AND THE EMERGENCY

Memorandum for the Use of the Hon. Edward J. Hughes, Secretary of State, a Member of the Illinois Committee on Cultural Resources.

By Margaret C. Norton, Archivist, Illinois State Library.

Miss Helene H. Rogers, Assistant State Librarian, has requested me as archivist to prepare a memorandum concerning the archival phase of the work of the State Committee on Cultural Resources. The purpose and work of this Committee in general are outlined in the enclosed document issued by the national committee. The National Archives has issued a bulletin on the Care of Records in a National Emergency, prepared by a joint committee of the Society of American Archivists. This bulletin describes the effect of bombs on buildings, and other phases of the physical care of records in an emergency. Another bulletin, now in preparation, will describe methods of caring for records which have gone through bombardment, fire, water and gas contamination.

This memorandum will deal with the general topic of what archival documents need especial protection, at all times, but more particularly in a period of emergency. It is limited to archives because that is the field with which the writer is most familiar.

What are archives? Fundamentally archives are the records of the business of a private or a governmental organization. These records provide proofs of certain property (and in the case of governmental agencies, citizenship) rights, and are, at least at the time they come into being, essential to efficient administration. Certain types of records, corporation charters, birth records, and land records, to name but three, will always be current records in the sense that they never cease to be used for administrative purposes. Other records, especially those created by governmental agencies, gradually cease to have current administrative use, but take on great sentimental and historical value. For example, the first State Constitution of Illinois (1818) has been superseded by two later Constitutions, yet if there is time to save only one record, that blue box under the archivist's arm will probably contain the Constitution of 1818.

What records need especial consideration in time of emergency? The following are the ones for which special consideration is asked in Illinois:

1. Federal Archives. We can look to the National Archives for guidance in the protection of such records of federal agencies as may still be in Illinois and which are under its jurisdiction.

The most important federal records are the records of the federal land records of Illinois, now in the legal custody of the Auditor of Public Accounts. When the federal land offices were closed in this state, the United States government left these records with the State. They are only partially duplicated in the Washington office of the General Land Office, containing in addition to records of entries, field survey notes and plats. Copies of these records certified by the Auditor of Public Accounts are recognized by State law as on a par with certificates from the General Land Office. Upon the land records in the Auditor's office depend all titles to property within the boundaries of the State of Illinois. These records are in basement vaults of the State Capitol, which is not fireproof.

2. Records of State Departments. It is unnecessary to outline here in detail the program of the Archives Department of the Illinois State Library. The State laws authorize the transfer to the exclusive jurisdiction of this department, any non-current State records deemed suitable for transfer both by the State Librarian and by the Department head concerned. Only original records of permanent legal and historical value are accepted. The Secretary of State sponsored the H.R.S. while it was inventorying records of every State department. In 1938, immediately after accepting the new State Archives Building, the Secretary of State addressed a letter to every department head in the State government, inviting transfer of records to the archives. To each letter was appended a letter listing categories of records, as listed in these H.R.S. inventories, which would, if preferred, be acceptable for transfer to the archives. In addition, separate vaults were assigned to every State department, in which they may file original and permanent semi-current records upon specific authorization by the State Library, which records so transferred, remain under the exclusive jurisdiction of the respective departments, who alone have access to the vaults. The Departmental Vaults are operated exactly like safety deposit boxes in banks, giving the physical and moral protection of the Archives Building to records still in Departmental custody.

Relatively few records have been deposited with the archives by other than Secretary of State's departments, since the various departments naturally prefer to keep their records under their own jurisdiction so long as their Departmental Vaults are adequate. With a few exceptions, most of the departments have moved their most important semi-current and non-current records to the Archives Building. A special report on this subject is being prepared. One notable set of State records should be mentioned in this connection - the Illinois and Michigan canal records, under the Department of Public Works and Buildings, are still at the Canal Office at Lockport. Not only are these, next to the land records in the Auditor's office, the most important historical documents belonging to the State, but they involve titles to all the land in downtown Chicago. They should be put in the custody of the Archives Department of the State Library.

The Illinois archivist has been studying the question of priorities for several years, and an article of this subject by her has been accepted for early publication in the American Archivist. Some of the principles upon which archival priorities are based, are briefly, as follows:

Records which establish rights of citizenship or of property owned by the State or by individuals, including State authorizations to do business. These records include such things as vital statistics, land records, deeds and abstracts for State property, charters of domestic corporations and authorizations for out of state corporations to do business in Illinois and correspondence relating thereto, registers of licenses to practice professions, court records and records of hearings of such regulatory bodies as the Illinois Commerce Commission, the industrial commissions, etc.

Records involving safeguards to life, such as mine maps, investigations by special committees or commissions, especially those ordered by the Governor and the General Assembly, but not routine reports of factory, fire, food, lodging house and other State inspection services.

Records specifically required by law to be made or to receive judicial notice, especially if the forms to be used are described. This includes proceedings and minutes of official bodies, registers of official acts and sworn reports required to be filed with officials. Under this last category, however, we are not accepting reports filed with departments which have not been functioning for about fifteen years because of the problem of bulk in such records as monthly reports to the Retailers' Occupation Tax.

Military records, historical documents and other records important to public morale. We assume that almost any record older than 1890 is of historical interest, otherwise it would not have survived to today. We have taken 1890 as the dividing date because that is when typewriters first began to be used extensively in State bodies. Of course, this does not include all of the most important records. When it is necessary to choose between records proposed for transfer these two questions are useful. First, if you were required to produce one of these records in court, which would you take? Second, suppose your entire personnel were annihilated, which records would be the minimum essentials for an outsider to have to carry on the business of the department where you left off? Of course, these do not indicate all the categories which we consider essential but they will include the chief ones.

Some scheme might well be worked out by the Committee for the exchange of microfilm and other photographic copies of records and manuscripts between institutions of the State, as a measure of insurance in case of destruction of the originals.

There seems at present to be no need for planning to evacuate records from the State Archives Building. The construction of this building is of the type which has proved most resistant to bombing in European cities. Bombs seldom penetrate more than four or five floors, at the most, of steel skeleton buildings, and this is 13 stories high. Furthermore, the vaults rest on their own caissons going down to bedrock, and are independent of the walls, so would be relatively unharmed by explosions which might weaken the exterior masonry. The National Archives, which is believed to be less effectively planned, is not being evacuated, but the records of greatest

value are being moved to the vaults in the center of the building. The most valuable records in the Illinois Archives Building are already in such locations. There are only two emergencies at present anticipated with relation to this building--the possibility of its use as an air raid shelter which might force evacuation, and the possibility of flood affecting the lower levels in case of the dam at Lake Springfield being destroyed.

In addition to the non-current and semi-current records authorized for permanent transfer to the Archives Building, every State department has current records without which it could not function. Some of these records would be excluded under the normal policy of refusing authorizations for non-permanent records. These regulations will be relaxed in case departments find it necessary to make temporary emergency transfers of such records to their Departmental vaults. It is probable also, that Departments will reconsider their classification of current records, preferring the inconvenience of access to their Departmental vaults to possible destruction of current records housed in their own non-fireproof offices.

The Committee probably need not worry over much about plans for State archives in Springfield. Some provision for emergency evacuation of current records in State offices in Chicago and other cities, however, should be made by the Committee.

County records. The records most important to the citizens of this State are those in the custody of the county officials. These records have extremely great historical value besides their legal value in establishing citizenship and property rights. The significance of these records has been stressed in a series of recent articles in Illinois Libraries. Because of the crowded condition of most court house vaults, ignorance and indifference of their custodians, the county archives are in greater danger of destruction than the State records. Older records are especially likely to be destroyed for waste paper.

The Committee might very well devote considerable attention to the problem of preserving county records. They could work through local committees and the W.P.A. who would act as consultants and assistants to county officials and cooperate with the State archives in sorting out and preserving records, and in arranging for transfers to the State archives of records in danger of destruction. The Committee might also consider practical means for inaugurating the long dreamed of program of the State archives for microfilming historical county records, not only as a means of centralizing research materials at Springfield, but also as insurance against loss in case the originals are destroyed. State departments interested in research in county archives, particularly the State Tax Commission and the State Department of Public Health, will undoubtedly be glad to cooperate.

Records of Private Business. In general, the Committee will not concern itself much with such records, except in the case of important historical collections, such as the McCormick Historical Association, which has the largest collection of books and manuscripts on American agricultural history in existence, besides the manuscripts

of the McCormick family. Incidentally, the director of this Association, Mr. Herbert A. Kellar, now on leave at the Library of Congress, is the national chairman of the American Historical Association's Committee on Historical Source Materials. He compiled the want list of European materials for the Library of Congress. Mrs. Kellar, acting director, will be able to be of material assistance to the Committee in many ways.

Records of Emergencies. Attention is called to the archivist's report on the session on this subject held at the American Historical Association convention at Chicago last week. It is strongly urged that sub-committees be formed to collect data on various phases of emergency activity, both public and private. Attention is called to a clipping collection on midwestern war activities started by the McCormick Historical Association. Mr. Paul M. Angle will probably have better contacts for setting up local committees for this purpose than any one else on the State committee. The State Library and the State Historical Library should work out a program along this line.

Private Manuscripts, as distinguished from archival materials present many problems similar to those of archives, but this phase of the work is represented by several Committee members, so the subject will not be touched upon here.

In conclusion, the archivist of the State Library wishes to cooperate with the Committee in any way possible and as much as possible.

Respectfully submitted,

MCH:MKB

Archivist

Dec. 1941

ESTABLISHING PRIORITIES FOR STATE RECORDS:

ILLINOIS EXPERIENCE

By Margaret C. Norton, Archivist
Illinois State Library

Illinois officials have as yet made no plans for evacuation of State records in case of a possible war time emergency. However, priority ratings for the State's archives have been established in connection with the program for making most effective use of the new Illinois State Archives Building which is under the jurisdiction of the Archives Department of the Illinois State Library. Although located in Capitol Park near the center of Springfield, the Archives Building is well isolated from other buildings. The steel skyscraper construction of its vaults, which rest upon their own caissons, is the type which has proved most effective against European bombings.

The IllinoisState Archives Building was designed to provide scientific care for the following categories of records:
(a) Those records of such great legal value that they should never be allowed to be removed from the building - such as the Constitution, deeds and abstracts for State property, enrolled laws, etc.
(b) Non-current records of permanent legal and historical value, no longer needed in ordinary current state business.
(c) The most important permanent legal records which need the physical and moral protection of the building, but which because of semi-current use must occasionally be withdrawn for departmental use.
Classes (a) and (b) are kept in the Archives vaults which are

under the exclusive jurisdiction of the Archives Department. Class (c) records are housed in a separate series of Departmental vaults in the Archives Building, the records in these vaults remaining under the exclusive jurisdiction of the State departments to which they belong, except that no records may be transferred to the Departmental vaults until the department has submitted inventories of records proposed for transfer and has received written authorization for same from the Archives Department.

General regulations relating to transfer of records to the Archives Building are as follows:

"What Records Will Be Accepted"

"The Archives Department for housing in its own or in the Departmental vaults will accept only official records.

"Records must be of permanent value. No record subject by law to periodic destruction, no duplicate records, no duplicate stock of printed reports or other departmental publications, and no stationery supplies can be admitted...The decision of the State Librarian or Assistant Librarian as to the suitability of records proferred for transfer is final."

Priority Ratings for Archives

In general it may be said concerning Illinois Archives, "If a record is in the Archives Building, it is important." The converse, that records not in the Archives Building are unimportant, most emphatically, is not true. Many records of extreme value - to date as one example, corporation charters still in the Capitol vault of the Corporation Department - are needed for such immediate departmental reference that they cannot be transferred. Other records of great legal importance are retained in the offices of the respective departments for one reason or another, properly or not. In the following dis-

cussion of priorities no distinction is made between records which the archivist merely thinks ought to be transferred, and those which have already been taken to the Archives Building. In a time of emergency such distinctions would be forgotten.

Certain records should obviously receive priority ratings; many records are duplicates of originals kept by other departments, or are records of little legal value, kept chiefly for administrative convenience only. Great masses of records, usually of recent date, are on the borderline of importance as permanent records. Examples of each type and general principles followed in assigning ratings are discussed below. The reader should remember, however, that these are Illinois records, studied from the point of view of Illinois legal requirements, which may be quite different from those of other states. Also, in Illinois, many important records which may seem to have been forgotten here, are kept by the counties, and over such records the State has no control.

Records of Primary Importance. (No attempt is here made to list these in the order of their importance).

I. Records which establish rights of citizenship or of property owned either by the State or by individuals; including authorizations to do business.

(a) Vital statistics. The records of births, still-births and deaths kept by the State Department of Public Health are the chief State records which affect citizenship rights. Other State records may of course be so used incidentally in individual cases, as for example, a certificate in an old application for a pardon which was accepted as a proof of age for old age assistance. Such individual records cannot of course be considered in making priority ratings.

(b) Land records. In the case of Illinois these comprise:

(1) Records of the old federal land registrations in Illinois, and include surveys, record of sales, etc. These are duplicates in part only of the records in the Federal Land Office in Washington, and certified copies of these Illinois records are by law recognized judicially.

(2) Records of lands once owned by the State and later sold or donated to individuals, and include patents to the State and records of patents issued by the State.

(3) Deeds and abstracts for real estate now owned by the State. Contract records of the State, also specifications are in this category.

(c) Charters of domestic corporations and authorizations for out of state corporations to do business in Illinois. Also, copies of by-laws, amendments and other records subsequent to incorporation or authorization which affect the legal status of the various companies operating in Illinois.

(d) Registers of license to practice professions, issued by the State. In case of evacuation of records, probably only the actual registration lists would be removed. However, of almost as much importance are the supplemental files of applications, with credentials, examination and other records proving eligibility for licenses, also minutes of the various examining boards. Files on complaints investigated are not authorized for transfer to permanent archives except when the licenses are revoked. Court and other proceedings justifying the revocation are properly regarded as archives.

(e) State civil service records are in the same category.

For licenses issued by the State for such subjects as automobile registration, liquor sales, hunting, etc., the

register of licenses issued is sufficient for archival purposes, and applications and other records can generally be destroyed after a period of years.

Authorizations issued after hearings, as in the case of regulation by the Illinois Commerce Commission, are quite different, and of course full records are kept. These are considered under the heading Court Records.

II. Records involving safeguards to life. The most important record that comes to mind in this connection ~~are~~ is the mine maps, required to be kept up to date, which are filed with the Department of Mines and Minerals for use in mine rescue work.

Routine reports of factory, fire, food, lodging house and other State inspection services are not regarded as archival documents, especially since the information of permanent value contained in these reports is usually tabulated in statistical form.

Investigations by special committees or commissions, particularly those ordered by the Governor and the General Assembly, are of great historical importance and should be preserved.

III. Records specifically required by law, especially if the forms to be used are specified. This includes proceedings and minutes of official bodies, registers of official acts and sworn reports required to be filed with an official. For example, the Auditor of Public Accounts is required to "keep a fair record of all warrants by him drawn, numbering the same, in a book to be kept for that purpose". (Smith-Hurd, Revised Statutes. 1939. Chap. 15. Sect.9). The Secretary of State is required "To keep a fair register of all the

official acts of the Governor... To keep a register of all... commissions [required by law to be issued by the Governor], specifying the person to whom granted, the office conferred, the date of signing the commission, and when bond is taken, the date and amount thereof and the names of the sureties". (Smith-Hurd, op.cit. Chap. 124 Sect.5). " The Adjutant General shall...keep a record of all orders and regulations of the Commander-in-Chief and all matters pertaining to the unorganized militia, the National Guard and the Naval Reserve. He shall keep a record of all appointments, elections and commissions of officers, and appointments of non-commissioned officers. He shall...record all enlistments and discharges, and keep the necessary military history of each member of the State forces". (Smith-Hurd, op. cit. Chap. 129 Sect. 41-42).

Such registers of official acts create no problem for the archivist. They should of course receive high priority ratings. When it comes to the rating for reports required to be filed with the various State officials, the archivist runs into the problem of bulk. These records are required by Illinois law to be preserved permanently unless specific legislation permits their destruction after a period of years. A detailed study of Illinois statutes reveals only twenty-three categories of records authorized to be destroyed, and not all of these are State records. Most of these reports are required to be certified by the parties filing the same.(Reports not required to be certified can generally be classified as impermanent records.). The records are required as an aid in enforcing the laws regulating the matters involved in the reports. Back reports are required for purposes of comparison. Theoretically, such reports should be premiated as current records. But when the archivist is confronted with the monthly

reports required to be filed by practically every business house of Illinois in the administration of the Retailers' Occupation Tax, he must refuse priority ratings lest such bulky records crowd out all other records.

In some cases the departments can tabulate the information contained in the reports and ask permission to destroy the originals after a period of years. This is dangerous since the courts cannot recognize these tabulations as primary evidence. In other cases microphotography or a combination of microphotography and tabulations is the answer. In the case of some of the newer departments, and these are the ones which tend towards the greatest bulk in records, experience has been too short to permit a decision as to whether it will be necessary to keep all these reports indefinitely. In Illinois the archivist is reluctant to authorize the transfer to Departmental vaults of reports filed with departments which have not had about twenty years' experience in the use of the particular files in question.

Reports under seal of office required to be filed by one government official with another are considered permanent records and given an A rating.

IV. Court records. Docket books and records of decrees are of course given highest rating, but case records containing records of pleadings and evidence are also considered permanent records suitable for transfer as archives. Included are records not only of the Supreme Court, but also of such fact determining bodies as the Illinois Commerce Commission, the Industrial Commission (workmen's compensation), State Claim Commission and State Tax Commission.

V. Minutes of various State boards and other officials. These minutes are important as showing the history of the de-

partment and decisions as to policies. Included in this category are rules and regulations promulgated by the departments, and office manuals.

VI. Current bonds of government officials. Records of privately owned securities deposited with State departments (as in the case of state banks, insurance companies). These records are never in the custody of the archivist in normal times. In case of emergency they would probably be intrusted to him for safe-keeping.

VII. Historical documents and other records important to public morale. Present and former constitutions, territorial and early State records (especially legislative records), and enrolled laws, are closely tied up not only with the administration of State government, but also with public morale, and are given high priority rates. Confronted with an actual or sudden emergency the archivist might hesitate about some of these records, which are generally in print, and he might wonder if other essential records might not deserve prior evacuation. Given sufficient warning, however, he would probably evacuate such records ahead of the actual emergency, since the printed copies could be used for administrative purposes. It has been proposed to make certified film copies of the Illinois enrolled laws, ~~since~~ the printed session laws are certified and can be used in court in all cases except where errors in proofreading can be claimed. The original enrolled laws will not of course be destroyed, but in case of hasty evacuation the film copies might be taken instead of the originals, thus releasing transportation and storage space for other important records.

VIII. Non-current records in general. Prior to the common use of the typewriter (about 1890 in the Illinois Capitol), the making of records was a tedious hand process, not undertaken lightly. It is safe to assume that any record more than fifty years old is probably worth keeping from an historical, if not from an administrative point of view.

RECORDS OF SECONDARY IMPORTANCE

In case of emergency, every effort would be made to save the records discussed above, first. This still leaves the problem of the excessively bulky records of present day government, all of which the officials say are necessary for proper administration. This is a problem for which Illinois has not as yet found a solution. A description of the problem would take too much space here. However, it has had to be dealt with, albeit with grave misgivings, in selecting records for transfer to the Departmental vaults. Some of the rule of thumb tests which have been applied in Illinois may be suggestive:

I. In general, departments are advised to retain in their office vaults records less than three years old. For the archives proper no records less than three years old, nor records covering the years of the current administration, are accepted. Records less than ten years old are accepted only when they have become non-current in the sense that no further official action will be involved in their use, other than the mere issuance of certified copies. Outside of those limitations the department heads decide when records become non-current and suitable for transfer to the Archives department.

II. When it is necessary to choose between parallel sets of records proposed for transfer, these two questions are asked:

a) If you were required to produce one of these records in court, which would you take? This question, correctly answered, solves ninety per cent of priority questions, since generally but one record on a given subject is acceptable as evidence.

b) Suppose your entire personnel were annihilated, which records would be the minimum essentials for an outsider to have to carry on the business from where you left off?

A strict policy towards the quantity of records accepted has several times lead to a redesigning and condensation of report forms. In one case four forms, each covering the same information plus one or two additional items, was reduced to one form, saving one-fourth of the bulk of records to be stored. The archivist should be alert for opportunities to reduce the bulk of records at their source.

III. Historical versus legal records. Sometimes officials in discussing transfers, remark that one set of records is the official legal file, but they wonder whether certain other records which they make, or could make, might not be more interesting historically. To this the archivist can only reply that the official is an administrator, not an historian, and that consciously created history is too close to the border line of propaganda to be trustworthy historical evidence. Legal rather than historical documents

are the province of the State official. Mr. Jenkinson's Manual lays down basic principles on this subject which are commended to other archivists as sound in American as well as in British practice.

IV. Printed documents, especially reports, are on the borderline between archival and non-archival material. This relationship was discussed fully by the Illinois archivist in her article on "Archives and Libraries" which first appeared in Illinois Libraries and later was reprinted in the Illinois Blue Book for 1939/40 (see p.438-440 of the latter). In Illinois printed State documents are not accepted for the archives, except where they bear an official file mark or are special reports submitted in printed form. The Illinois Documents Department of the Illinois State Library (housed in the Archives Building but not a division of the Archives Department) keeps an archival file of every State publication. One copy is filed in original binding, for preservation only, and is not produced for patrons if other copies are available. Printed reports are not archival, as a rule, in that they have no evidential value in court since they are a compilation from legal records, not the records themselves. Because they offer condensed information about the department, every archivist should see to it that his State library keeps a complete file of State documents, both printed and mimeographed, if he does not do it himself.

V. Correspondence files are among the most bulky records offered for transfer to archives. It is easy and superficially efficient to drop carbon copies into each of several files, but these increase the bulk to extremes. In Illinois correspondence files are not accepted unless they have been well weeded--duplicate copies of the same circular letters, form letters, requests for copies of departmental publications, applications for jobs and other ephemeral matter must be withdrawn from the file. Letters which set the policy of the department, and correspondence between officials involving inter-departmental relations are extremely valuable and it is preferable to accept the chaff, if necessary, to ~~losing~~ risking the loss of these by refusing all transfer. One State department was able to reduce the bulk of its correspondence files by two-thirds through judicious weeding. The difficulty with a weeding process is that only the executive is capable of judging what should be kept, and executives have neither the time nor the inclination for such work. Preventing the original accumulation of trash-filled correspondence files is the only solution to this problem. Some of the Illinois departments keep three sets of correspondence files - 1) a file for temporary correspondence, to be discarded automatically after a suitable period; 2) a "director's file" for the most important correspondence; and 3) a "personal file" containing, among other correspondence, copies of those official letters which the department head might wish to take with him on his retirement.

VI. The Illinois Archives Department arbitrarily refuses to accept financial records kept by any departments other than those kept by the Auditor of Public Accounts and State Treasurer, except fee books. While this rules out many records which are essential to efficient administration of the various offices, when analyzed it will be found that these records are made for office convenience only, and have no legal status before the courts. They are apt to be very bulky, and they are seldom referred to in office business after five or ten years.

VII. Loose leaf and card files offer grave administrative problems to the archivist, in that insertions and subtractions can be made so easily, and are so difficult to detect, that certification of them as records is risky. The archivist, however, in deciding upon their value as archives, should be governed by their legal status rather than by their form. Because of their bulk and weight, he would recommend that important files which should be evacuated in times of emergency, should be reproduced on film.

One form of card file which has caused some questioning as to its archival status is the tabulating card. Many departments, the Illinois Departments of Public Welfare and of Public Health, for instance, use their case records for statistical purposes chiefly, and reduce the contents onto tabulating cards. Is it necessary to keep the bulky originals when every item has been condensed onto these cards? In case of evacuation, the tabulating cards would probably be the records preserved, but from a strictly legal stand-

point they do not have the validity of the certified originals. But of how much value are those originals as permanent legal records? The answer given, admittedly unsatisfactory, is that time alone can tell, and that the records must be preserved until the answer can be given, even though they may not be transferred to the archives for the present.

VIII. Temporary records are excluded from the Archives Building, but they would have to be considered in case of emergency evacuation. Just as a merchant might not particularly care whether his ten year old closed accounts records were saved in case of a fire, but would be ruined if his current accounts records were lost, so the State official also has records of pending business which would have to be preserved in an emergency. With such records the archivist is concerned only so far as he might be expected to cooperate with the department in such circumstances.

It would obviously be impossible to mention and evaluate every type of record kept by the State. Some of the most important Illinois records have been omitted from this summary. Enough of the basic considerations have been mentioned, perhaps, to help other archivists to make similar studies for their own states. By and large, the various State departments can be expected to know which of their current files should get priority treatment. Only the archivist and the department head, in close collaboration, can determine which of the older and less frequently con-

sulted records are the most valuable. Such a study as has been made in Illinois takes time, but it is immensely worthwhile. If worse comes to worst, the archivist will not be groping in panicky darkness. If, as all fervently hope, the national emergency recedes, the archivist's knowledge of his State's government organization and his educational contacts with other State officials will make him immeasurably more valuable as a public servant, and he will be in a much more favorable position for securing better care for his State's archives.

Dec. 1941

DEFENSE ASPECTS OF THE STATE ARCHIVES

By Margaret C. Norton, Archivist, Illinois State Library

The defense aspects of State archives have two facets--first, ensuring that necessary records come into existence; and second, preserving such records after they are created. Over the production of records an archivist has no legal control, that being vested in the various State departments. Towards the proper preservation of the State archives he has both legal and moral duties.

The Archives Department of the Illinois State Library is the official depository for non-current records of the State and local governments, though the law merely permits rather than compels such deposits. The State Library also administers the State Archives Building which contains vaults not only for those records transferred to the jurisdiction of the Archives Department, but also vaults for semi-current files still under the immediate jurisdiction of the various State departments in which the records originated.

Next to the physical protection of people in wartime, the preservation of records essential to citizenship and property rights is the most important duty of the State. Governmental negligence of this function in the past was first strikingly illustrated when it was found that four percent of all applications for old age assistance in Illinois had to be denied because of inability to produce proofs of age, even though the

law permitted the use of other than birth records. The first Illinois act requiring registration of births and deaths (with county clerks) was not passed until 1877, and registration was not strictly enforced until the State Division of Vital Statistics was created in 1915.

Now that the United States is at war, every person needs to be able to prove both his age and his citizenship status. The draft boards and employers demand this for all men, and women too must be prepared to produce proper records. Unquestionably thousands of children of foreign born parents will be treated as aliens because they cannot prove that they themselves were either born in the United States or that they were minors when their parents were naturalized. Women married to aliens prior to 1922 must prove their American birth in order to regain their citizenship. The status of refugees unable to establish their citizenship identity is pitiable indeed. The efforts of the State Department of Public Health to centralize vital statistics information are described elsewhere in this volume.

The second type of records needing especial precautions against destruction are those involving property rights. Plats showing boundary survey lines and records of deeds and mortgages in the county recorders' offices are the most important documents in this category. Over such records the State has no legal jurisdiction and because of the nature of their local use, such records are not likely to be transferred to the State archives. The practice of microfilming such records as an insurance against loss is most commendable, and county officials are urged to have this done before the emergency is upon them.

The numerous services which the State of Illinois performs for its citizens are described in this volume. The quantity of records produced in connection with these activities is stupendous. Even in peacetime it is obvious that it will be impossible in the future to attempt to preserve all records as was done, theoretically at least, in the past. In wartime, when evacuation of essential records may be necessary, it is necessary to give preference to the most important records.

The Archives Department of the Illinois State Library has been studying the problem of priorities for records for several years. Because of the limited capacity of the vaults in the State Archives Building, it has been necessary to limit authorizations for transfers to the records of greatest legal and historical importance. Through inventories of all State departments made by the Historical Records Survey of W.P.A., studies in the history of State departments made by the Archives Department, and consultations between the archivist and department heads, the priorities for State records have been established. The new State Archives Building was scientifically designed to provide the utmost physical protection for the archives. The building is of that type of steel and masonry construction which has proved most efficacious in resisting bombing attacks.

Among the categories of records selected for particular care in times of emergency are the following: Records important to morale, that is records of historical importance among which are the Constitutions, General Assembly records (particularly those for the period when Lincoln was a member, 1834-41), other Lincoln records, early Governor's correspondence, etc. Records

which establish rights of citizenship or property owned either by the State or by individuals. Included in this category are vital statistics; records of military service; land records; registers of licenses to practice professions; charters of domestic corporations and authorizations for out of state corporations to do business in Illinois, also modifications of such charters and authorizations; civil service records; court records; records involving safeguards to life, such as the mine maps for use in mine rescue work; records of proceedings and minutes of official bodies and registers of official acts; bonds of officials; etc. In selecting records for priority treatment special consideration is given to records which establish rights recognized by the courts or which account for governmental policies.

One of the greatest shortages in wartime is always paper. In the past this has resulted in destruction of records for waste paper, often involving records, which though seldom consulted in current business, were of extreme importance historically and legally. A study of priorities permits advice as to records which can be destroyed with the least loss. Such a study also suggests ways in which paper can be conserved through condensing and redesigning of forms, and through the restriction of the use of quality paper to essential documents. Records of the war emergency itself, bulky though such records may be, are of great importance for future planning, and towards the preservation of such records the archivist has an especial duty.

The ideal towards which the Archives Department of the State Library is striving is for such organization of the records of the State government that no person shall in the future, as many have in the past, suffer losses which could be prevented by the production of records for the making and preservation of which the State is responsible.

21 January 1942.

Mr. Daniel Catton Rich,
Director of Fine Arts,
The Art Institute of Chicago,
Chicago, Ill.

My dear Mr. Rich:

In reply to your letter of January 14, requesting information for the Illinois Committee on Conservation of Cultural Resources, we are planning to maintain at the Illinois State Library our present services, as far as we are able. In view of the fact that the demands on the library are increasing, we may be forced, before the end of this emergency, to make some changes in types of services, but we have not made plans to discontinue any at this time.

Regarding our additional or special services we have in mind, or already underway, to increase public morale during this period:

1. We are attempting daily to take care of the increased requests for service made by mail.

2. We have increased our schedule one hour each day.

3. We have cooperated with the Illinois Vocational Education Office in compiling and keeping up-to-date the list of books used in the apprentice courses and "refresher" courses in the technical field.

4. We have supplemented book collections in local and school libraries in communities, where these courses are held, with material from the State Library.

5. Members of our staff are serving on the Central Committee of Schools, Colleges and Libraries in Maintaining Civilian Morale; the National Committee for the Preservation and Care of Records and Books in a National Emergency; and, our services and facilities have been offered to these two committees in any possible way to assist them.

6. We are publishing a series of articles in our monthly bulletin - ILLINOIS LIBRARIES - on the preservation

and care of records with suggestions that the county set up a priority list in case of necessity. Our services are available to assist county officials in any possible way within this field.

7. Special exhibits of archival material, books, maps, Pictures, pamphlets, newspapers and broadsides have been set up in the library. We use this means of developing these exhibits so that we may benefit by the display in the State institution while it is being developed, then, when it is requested by another institution or group it is complete. These exhibits including the posters, bibliographies and reading materials are available to loan to any library, school or group in the State paying transportaion from Springfield and return.

8. Special exhibits of archival materials are currently on display in the museum in the Archives building. These exhibits are changed frequently. Recent exhibits have stressed the importance of proper care in handling and preserving archives; recent state publications; the three Illinois Constitutions and a facsimile of The Bill of Rights; original editions of Civil War songs and war records; This material consisting of legal records cannot be loaned.

9. Special lists of books on pertinent topics of the day such as nutrition, public health, victory gardens, are being prepared for distribution. In cooperation with the University of Illinois, we will distribute copies of reading lists, "America The Free" published by the University in connection with the state-wide Civilian Morale program.

10. The archives department is housed in a separate building occupied in 1938 and especially designed to provide scientific care for the categories of records:

(a) Those records of such great legal value that they should never be allowed to be removed from the building - such as the Constitution, deeds and abstracts for state property, enrolled laws, etc.

(b) Non-current records of permanent legal and

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historical value no longer needed in ordinary current state business.

(c) The most important permanent legal records which need the physical and moral protection of the building, but which because of semi-current use must occasionally be withdrawn for departmental use.

Classes (a) and (b) are kept in the archives vaults which are under the exclusive jurisdiction of the archives department. Class (c) records are housed in a separate series of departmental vaults in the Archives Building and the records in these vaults remain under the exclusive jurisdiction of the state departments to which they belong.

At present a re-check of the priority list is being made with the state officials and in addition provision is being made for the emergency care of vital current records.

Micro-filming of early territorial and state archives, enrolled laws and the like is in progress.

A compendium of the state government from the territorial period is kept up-to-date in manuscript form.

As noted above advisory service is available not only to county and state officials but also to owners of manuscripts collections.

Regarding the problem of financial support - being a state institution an appropriation is possible only through an act of the Legislature. Naturally in considering our next biennial budget which is presented to the Budgetary Committee, we will take into consideration the increased demands for special types of services that have originated because of the emergency.

Sincerely yours,

STATE LIBRARIAN.

Conservation & Cultural Resources Committee on

RECORDS IN THE WAR

The following categories of State records are recommended for especial protection against the hazards of war:

I. Records which protect rights of citizenship, life and property of the inhabitants of the state, such as

a) Vital statistics - records of births, marriages and deaths
b) Naturalization records
c) Records of military service
d) Mine maps used in mine rescue work
e) Pardon and parole records; other criminal registers
f) Court decrees; including not only Appellate and Supreme Court records, but also records of hearings and recommendations by such fact finding bodies as the Industrial Commission, Illinois Commerce Commission, State Tax Commission and State Court of Claims.
g) Land records
h) Registers of licenses to practice professions
i) Civil service registers
j) Corporate charters and authorizations to do business in the state
In case of extreme emergency, registers of issuance of charters or authorizations would take precedence over the bulkier "case" records
k) Records of permits issued by the State, such as oil drilling permits, liquor licenses, etc.
l) Registers of securities deposited with the State by banks, insurance companies and other fiduciary institutions. (The care of the securities themselves is the responsibility of the respective departments and not a records problem)

II. Records which affect the property rights of the State government:

a) Deeds and abstracts to real estate owned by the State
b) Leases in current effect
c) Contracts, including also drawings, specifications, bonds, etc. connected therewith.
d) Bonds of officials, filed with the State
e) Records of interstate pacts and federal relations

III. Essential administrative records - records which would enable a new administration to carry on the work of the department "if by some catastrophe the entire staff were annihilated."

a) Staff manuals, order books, etc.
b) Proceedings and minutes of governing and advisory bodies
c) Correspondence, official reports, etc., which establish policies.

1) Correspondence should be weeded, and an official file kept which would be limited to purely administrative matters, such as official correspondence with other officials and with the business of individuals and corporations regulated by the department.

2) Official reports in printed form are presumably on deposit with the State Library. State officers are requested to check with the Illinois Documents Division of the Library to make sure that there is a complete official file in existence.

d) Financial records
The State Treasurer and Auditor of Public Accounts keep the official records of receipts into and expenditures by the State government. Other state departments, keeping duplicate records of vouchers, fees, etc. need concern themselves with emergency care of financial records not duplicated in the offices of the State Treasurer and Auditor. Such records would include:

1) Tax records and fee books relating to collections by the departments.
2) Budget justification records
3) Receipts from the State Treasurer
4) Records of disbursements of federal aid funds

IV. Records of military importance

a) Current records of the Adjutant General
b) Surveys of natural resources, as geological, water supply, agricultural, etc.
c) Records of power plants, power lines and water power (potential and actual)
d) Records descriptive of mines (abandoned and operating), of oil wells, etc.
e) Date on sanitary engineering projects
f) Other data of value to the Department of Public Health in coping with emergency health and sanitary problems.

V. Records helpful to the morale of the people

a) The Constitutions (former and present)
b) The laws
c) Lincoln items
d) Historical records in general

Remarks. The Archives Department of the Illinois State Library is anxious to cooperate with all State officials in securing adequate protection to essential State records. Non-current and semi-current State records of permanent legal or historical value may be authorized for transfer to the State Archives Building. This building is of that type of construction best suited to withstanding aerial attack. Certainly no other State building in Springfield has vaults providing equal safety.

Most departments have already transferred non-current and semi-current records to the Archives Building, for preservation either in the Archives Vaults which are under the jurisdiction of the State Librarian, or in the Departmental Vaults to which only authorized representatives of the respective Departments are admitted.

In view of the war emergency, however, it may be desirable to make special arrangements for temporary transfer of the most important current records, or to restudy the relative importance of transfers already made. The archivist, Miss Margaret C. Norton, will be glad to confer with Department heads on these and other record problems.

ILLINOIS STATE LIBRARY
ARCHIVES DEPARTMENT

January 26, 1942

* g) Engineering and other data on state highways, railroads, air ports, telephone and telegraph lines, radio stations and other transportation and communication facilities.

1) Tax records and fee books relating to collections by the departments.
2) Budget justification records
3) Receipts from the State Treasurer
4) Records of disbursements of federal aid funds

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ILLINOIS STATE LIBRARY
ARCHIVES DEPARTMENT

January 26, 1942

Feb. 1942

ILLINOIS STATE ARCHIVES BUILDING

SUGGESTIONS FOR IMPROVED PROTECTION AGAINST WAR HAZARDS

The Illinois Archives Building as it stands is believed to provide adequate protection for any but acute war emergencies. It is well isolated from other buildings which might provide fire hazards. European experience shows that even direct bomb hits seldom result in penetration of more than three or four floors of this type of steel construction, and that bombs exploding nearby do little damage. In case of an acute war emergency, however, it would be desirable to have at hand a report on the strong and weak points of the building, and a plan for special protective measures to be taken.

Present Situation

The archives vaults rest upon independent caissons going down 35 feet to bed rock, and are independent of support by the exterior masonry walls. The departmental vaults, however, are supported on the east, west and north sides by steel beams resting upon the masonry walls. Because of the thickness of these supporting walls and the size of the steel beams, however, it is believed that there is little risk from this form of construction. The south wall of the archives vaults is a curtain wall of nine inch brick supported by the skeleton of the vaults. The columns at the exterior wall are encased in 12 inch square cement. An exterior explosion nearby might blow in sections of this wall but it is probable that damage would be slight and easily repaired.

The roofs of the building and of the pent house are of four inch (?) reinforced cement resting upon heavy steel beams, and are topped with insulating material, copper waterproofing and six inches of bonded tar and gravel. A permanently installed steel ladder gives access to the pent house from the roof. The roof affords a view of the entire city and its environs (except for a small section obscured by the capitol dome). Easy and quick access to the roof is afforded via elevator. The Archives Building roof would be an appropriate station for an air warden's observation post.

The basement walls are waterproofed, but in case of high water (as from breaking of the Spaulding dam) the basement windows would have to be blocked out and waterproofed.

The thirty-seven vaults are each surrounded with firewalls, and are protected by insulated steel doors and automatic steel shutters, each with a one hour fire rating. Ventilating shafts are run outside the vaults, and duct entrances to the vaults have automatic fire shutters. An automatic fire alarm system connected directly with the city fire department and the state power plant, also manual alarm boxes, hand fire extinguishers and numerous telephones give additional protection. The lowest vault floor level is about ten feet below the grade line. The most important records are housed in the lower center vaults in accordance with recommended practice.

Elevator power and emergency lights throughout the building are automatically cut over to direct current from the state power plant in case of power failure from the public utility company.

The only inflammable sections of the building are the offices and public rooms, particularly those on the west side which have wood panelling, wood doors and wood furniture. All windows in the building have wood frames. The architect has expressed the opinion that since this wood is backed with masonry fire walls, a fire in any of these rooms would damage only the contents of that room.

War Time Protection

So far as can be anticipated at this time, no especial precautions need to be taken against daylight air-raids. The vaults would provide ideal shelters for the staff. Staff drills seem unnecessary at the present time.

Watchman Patrol. At present only one watchman is on duty. This means that no patrol of the building is made outside of office hours, because it is deemed unsafe for a man locked alone in a building to be making rounds. Several experiences have proved that that is not safe. One man should be stationed at the first floor entrance while another makes rounds at regular intervals. The failure of the watchman on duty to discover a burst water pipe until substantial damage had been done (August 29, 1941) is only one sample of what can happen if the watchman on duty cannot leave his post. Illness or accident might (as has happened) go undiscovered for hours when only one man is on duty. Although the elevator attendant checks with the watchman as to "all out" before locking the elevator, it would be possible for a saboteur to conceal himself somewhere in the building. Doors left open, lights left burning, unlocked windows, etc., should be guarded against by at least one check-up after the building is closed at night. Also, one of the "selling points" to state officials for transfer of their records to the Archives Building has been the special watchman protection which could be given here.

Fire Warden. At least one trained and physically fit air raid warden should be assigned to the Archives Building if raids should seem imminent. Such a person should be assigned well in advance of the emergency so that he could be familiar with the plan of the building and its utilities and could advise as to disposal of necessary supplies.

Windows. In case of raids the windows in the basement and lower three floors would need special protection. Not only is there considerable glass to be shattered, but the first floor windows which reach to the floor would give easy access to prowlers. In fact, we have had at least one attempt at theft of furniture from the Hughes room through an open window, and the watchman have been particularly annoyed by boys climbing through the lobby windows during the summer months. The architect recommended the installation of "security screens" of the type used in state insane hospitals. Such screens, if they could be obtained, would give considerable protection from shattered glass.

Blackouts outside of office hours would be simple, since the Venetian blinds are always lowered at night anyhow. These blinds would also give considerable protection against flying glass. The Harlow room (public catalog) can most easily be blacked out, and this has the additional advantage of being in the safest section of the building. Due to the location of electric switch-boards and desirability of the watchman staying near the entrance, black-out curtains should therefore be provided for the first and second floor lobbies.

As noted above, provision should be made for sandbagging or otherwise blocking the basement windows in case of high water. Especially important are the windows in the Janitor's room, which are close to the main building switchboard and transformer vault; the engineer's room at the northeast corner and the receiving room. The receiving room window has caused trouble in the past (now believed corrected) in rainy seasons, water coming through that window flooding the freight elevator shaft and lower archives vaults.

Fire Alarm Indicator Box. The location of a fire is signalled on a box located in the engineer's room. That this is an improper location has been proved from the two minor alarms we have already had. Keys carried by the staff (except the master keys held by the watchman, head janitor, archivist and engineer (whose office is in the Centennial Building) do not open the door to this room. If none of those having master keys happen to be on duty or to have their keys in their pockets, there is a delay in locating the fire, because the watchman should remain at the door to direct firemen and to exclude the curious. The alarm box should be removed to a more public place, perhaps to the first floor hallway just east of the lobby. The architect estimated several years ago that such a change would cost in the neighborhood of $300.

The Roof As An Air Raid Warden's Post. There is at present no waterline leading to the roof, since a sprinkler system using water would damage records. In case of air raids, however, it would be necessary to have water for spraying bombs and extinguishing flying brands. There is a telephone in the corridor at the foot of the stairs leading to the penthouse. It would be very simple to lead a line up to the penthouse if needed.

Extension of Fire Alarm System. The fire alarm system protects the vaults, all basement rooms and the penthouse, but was not installed in any of the offices or public rooms. Whether or not an extension of this system would be necessary in case of air raids is something to be considered. It is merely mentioned here, as a matter of record, that the system does not cover all of the building.

Flash Lights. The watchman and archivist each has a flash light. Possibly more should be provided for emergencies. Certainly spare batteries should be on reserve.

Evacuation of records is not contemplated at this time, because it is believed Springfield, not being a military objective or defense area, will be spared any but token bombings. For that reason, no elaborate plans for sandbagging the buildings or blocking out windows have been presented in this report. If things were to become very serious, it is possible that the building might become a public air raid shelter, in which case other protection would have to be found for the records.

Emergency Equipment. The bulletin of the U.S. Office of Civilian Defense entitled Protection of Industrial Plants and Public Buildings lists the following equipment needed for a fire watcher station (4 men). This equipment is relatively inexpensive and easy to acquire. It is listed here for convenient reference in case of need:

1 pair of leather or asbestos gauntlets for each watcher.
1 pair of dark safety-glass goggles for each watcher.
1 steel helmet for each watcher.
1 approved type mask for each watcher, for gas or smoke.
4 water buckets.
1 pump tank extinguisher.
1 fire axe.
2 bags, each filled with about 10 pounds of sand.
2 electric lanterns.
2 one-pound sealed packages of copper sulphate to be dissolved in water (1 pound of copper sulphate per bucket) for use on phosphorous.
3 blankets and large safety pins.
1 crowbar.
100 feet of ½-inch line.
8 corrugated iron sheets.

Respectfully submitted,

February 2, 1942 Archivist

The University of Chicago

The University Libraries

OFFICE OF THE DIRECTOR

Feb 3, 1942

My dear Secretary Hughes,

Once more you have put us under obligation by your attentiveness to the work of the Committee on Conservation of Cultural Resources by supplying us with a copy of the National Archives bulletin dealing with "The care of records in a national emergency." It is a timely item.

Sincerely yours,

M L Raney

Director

Hon. Edward J. Hughes
Secretary of State
Springfield, Ill

COPY

Conservation
Cult. Res.

February 6, 1942

MEMORANDUM TO: Miss Rogers

Since writing my report on the physical protection of the Archives Building it has been called to my attention that the elevator shafts would be a weak point in the building in case of a direct hit by a bomb. Special sandbagging and reinforcement of the roof of the pent house over all elevator shafts would be necessary in case of air raids. Will you please attach this note to the copies of the report which I sent you for your own and Mr. Hughes' use.

MCN:MEB

Archivist

COMMITTEE ON CONSERVATION OF CULTURAL RESOURCES

STATE OF ILLINOIS

L. Hubbard Shattuck
Chairman

Committee Members
Paul M. Angle
Miss Maude Bennot
Dr. Thorne Deuel
Dr. Howard Gloyd
Orr Goodson
Dr. Thomas R. Hall
Hon. Edward J. Hughes
Father William Kane, S. J.

Office
Chicago Historical Society
Clark Street & North Avenue
Chicago, Illinois
Phone Michigan 4600

Daniel Catton Rich
Vice-chairman

Committee Members
Major Lenox R. Lohr
Carl H. Milam
Dr. M. Llwellyn Raney
Carl B. Roden
Dr. Franklyn B. Snyder
George B. Utley
Carl M. White
Dr. John A. Wilson

February 17, 1942

TO CULTURAL INSTITUTIONS IN
THE STATE OF ILLINOIS:

The Committee on Conservation of Cultural Resources for the State of Illinois, appointed by the National Resources Planning Board, has asked us to submit a report of our findings to the various museums and libraries throughout the State.

We hope that these bulletins, which will be released from time to time, will be of value to your organization in the study of the care and protection of your collections, buildings and the public.

At a later date, you will receive a questionnaire on the subject of methods you have adopted or will adopt in your institution. We will appreciate your cooperation by filling out this questionnaire so that we may have here in the office of the Committee, a complete record of the preparatory plans being adopted for our valuable Cultural Institutions throughout the State.

We shall also be pleased to receive any helpful suggestions you may care to offer.

Yours sincerely,

L. Hubbard Shattuck
Chairman

BULLETIN NO. 1

February 18, 1942

PROTECTION OF BUILDINGS, COLLECTIONS AND VISITORS

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Maintenance Service 3
Evacuation 4
Safe Storage Facilities 4
Storage of Microfilm 5
Inventory of Storage Space 5

In considering the problem of public buildings and institutions, we wish to call attention to the fact that these organizations should realize the great responsibility which is theirs during war time. Since they deal with groups of people in large numbers and their buildings are designed to serve the public, it becomes increasingly important that they recognize the potential danger which may lie within their field of action. Not only must the management be constantly on guard to protect the public from physical danger incident to war time conditions, but also must be conscious of the fact that wherever the public is assembled in large groups, the question of sabotage and other dangers becomes more immediate. For a maximum degree of safety it is necessary that steps be taken to protect buildings, employees and patrons.

It must be remembered that in case of actual bombing, there is a possibility that public services such as the fire department, police and medical service would be overtaxed to such an extent that they would not be immediately available. It is important that the personnel of each institution be so organized, equipped and trained that it will be able to cope with any emergency with the greatest possible efficiency. With this in mind, the following suggestions are offered.

BUILDING COORDINATOR

A protective organization for public buildings should be established under the direction of a building coordinator, who will have full responsibility for preparing plans, organizing equipment and training of personnel. During an emergency, the coordinator should have complete control of operations. We recommend that the parties in charge of public buildings and their

assistants charged with the responsibility for its protection should be given proper identification as wardens and deputy wardens so that they will feel the weight of their duties and the public using the building will recognize the authority vested in such wardens and deputy wardens. This, we believe, will have a good psychological effect on both the employees and public in maintaining proper discipline and control in time of emergency.

DIVISIONS UNDER COORDINATOR

1. Fire. A person especially trained in the use of fire fighting equipment should be designated by the coordinator to be in charge of this division. He should make a survey of equipment on hand to see that it is all in good repair and working order; add equipment where necessary to give adequate protection; make charts locating equipment for emergency; see that other employees are trained in the proper use of fire equipment and are informed of its location.

A patrol should be organized and maintained to guard against fires and for quick handling of fires when they are discovered. All exits from premises should be kept free from obstructions. All accumulations of debris and trash should be eliminated, as these are natural fire hazards.

The recommended method for fighting incendiary bombs is as follows: if an incendiary bomb enters the building, after two minutes spray water all around it to prevent the spread of fire; throw sand on the burning bomb to check the heat (sand may be kept in bags or in buckets); scrape or scoop the bomb into a bucket with sufficient sand to cover bomb; thrust a hoe, rake or shovel handle through the handle of the pail and carry outside. All instructions stress the danger of directing a stream of water on a burning bomb. With the bomb removed the fire started in the building can be attacked in the usual manner. It is suggested that containers of sand be placed in strategic locations about the premises and in particular adjacent to roofs. In case of air raid alarm, watchers should be stationed, preferably on the roof, to watch for falling bombs and to take such steps as are necessary to fight any fire so caused. A procedure should be set up for giving a general alarm in case of a large fire. It is important that an adequate supply of flashlights be available, and it is most advisable that fire axes, shovels, rakes and other emergency equipment be available.

2. Guard service. The head of this division should supervise all guards and watchmen; be charged with the safeguarding of the building and its contents; be watchful of all persons entering the building; and give protection against subversive activities and theft. He should also be responsible for the evacuation of employees and patrons in case of fire. In the case of air raid, the building should not be evacuated unless subject to demolition. Public buildings should be in a position to receive the public on the street for air raid protection. The location in the building for public shelter should be predetermined. If air raid shelters are established in or around the building, guards should be charged with the responsibility of directing the public to the shelters. Shelter areas should be provided for patients, inmates and employees in institutions having this problem. Guards and watchmen should be responsible for the extinguishing of all lights during blackout. Normally, the safest station in a building would be a location away from outside walls on the floors below the top floor. Persons in the building should not be allowed near windows or doors. Liability of injury from broken glass is very great as well as fragments of masonry. The top floor is considered

most unsafe in the event of an air raid. Basement spaces should not be used, but central floors where possible.

Shelter areas should be so situated that they are well protected in blackouts. No light should show from the shelter areas which would be visible from the street. These shelter areas should also be provided with auxiliary light in case the main lighting system is unable to furnish light or power. It is not desirable under any circumstances to have crowded shelter areas without adequate lighting provisions. Auxiliary lighting can be secured through special batteries, kerosene lamps or protected candle light.

3. Medical. The head of this division should be responsible for the organizing and training of employees to render first aid. Conveniently located first aid stations should be established in various sections of the building. Each institution should provide a supply of the essential materials (bandages, etc.) needed, and have at least two or three members of its staff given Red Cross first aid training work.

4. Maintenance service. Maintenance service should be under the direction of a competent, all-around engineer who, with his assistants, can deal with utilities such as gas, steam, water and electricity. In case special air raid areas cannot be provided, rooms should be established which offer the maximum amount of protection in case of bombing. Consideration, of course, should be given to entrances and exits, lighting, heating and ventilation. Provision for blackout should be made by this division head. Special black curtains should be provided for windows. Curtains should extend at least three and one-half inches beyond window casings. Key men should be designated who will be responsible for the control of gas, steam, and water. They should be equipped to shut off these utilities in case of necessity.

These key men should be familiar with all air raid signals and take part in air raid trials. Each man should be assigned to a definite station in the building and must go to that station as soon as the warning signal is sounded and remain there until the all-clear signal is given. In the event of an actual raid all must be on the alert against fires of incendiary origin or damage within the building. It has been recommended that engineers relieve steam pressure on the boilers as rapidly as is safe, open furnace fire doors, check drafts, stop all fuel feeding equipment, throw ashes on the fire, open relief valves and so forth. Each engineer must study his own plant and determine the steps to take to reduce steam pressure quickly and safely. All gas supplies should be cut off, general light and power switches should be pulled. Elevator cabs must be emptied of all passengers at once in case of alarm. Elevator operators should leave their cabs after discharging passengers and stay in hall near their cars. They should provide check methods for re-entering cabs where doors automatically close. Doors to cabs must be closed to prevent danger of falling into elevator shafts. Emergency light switches, signal systems and so forth should be left on, but protected against showing from the outside in cases of blackouts. After an air raid the roof and attic of a building should be inspected for damage or fire and reported safe before again being used by the public.

It is recommended that each institution file with its nearest police station the name, address and telephone number of the director or manager who will have authority to represent the institution officially in case of emergency. Where buildings are not open at all times to the public, home phones and addresses should be given also.

It is realized that many institutions do not have sufficient personnel to set up this type of an organization. For those in this class it is suggested that they should under any circumstances be prepared for complete blackout; that all of their employees be trained in the use of available fire fighting equipment; that they make provision for the evacuation of both employees and patrons from their buildings in case of emergency, and, within their limits, protect their premises from sabotage and subversive activities.

Although Illinois is fortunately situated with respect to possible bombing raids, wisdom requires that a survey of available safe storage space for libraries, museums, archives, and art galleries be made in order to guard against any contingency that can be foreseen and avoid hasty action at time of crisis. Not only many institutions in Illinois, and particularly those in Chicago, find it desirable to send portions of their collections to safe storage outside metropolitan areas, but institutions in other states may wish to place a portion of their holdings in the Middle West.

Evacuation

Evacuation is an extreme measure. If it appears a possible necessity, these are among the things to be done now:

1. Survey your holdings and decide what you would move.
2. Pick your place and obtain an option or lease, avoiding any building subject to later requisition by military or civilian authorities.
3. Order your containers now.
4. Plan transportation free from bottlenecks.
5. Make arrangements for your own staff to pack, unpack, and attend your material.
6. If danger seems at all close, pack material not in current use well in advance.
7. Do not evacuate till there is a concrete military reason or till you are warned by the military authorities.
8. If your region is safe, help exposed institutions all you can.

REQUIREMENTS OF SAFE STORAGE FACILITIES

Buildings selected for the storage of library and museum treasures should be located not in the immediate vicinity of specific military objectives (air fields, army camps, munition factories, railroad centers, etc.) Where possible such sites should be thirty to forty miles from large metropolitan areas, although in central and southern Illinois this qualification need not be observed too strictly. Storage sites should be selected with reference to transportation facilities. Accessibility to railroads or hard surface roads is a prime necessity if material is to be moved swiftly and with as little wear as possible.

The buildings selected for storage will depend upon the policies and needs of each institution. Fireproofing is, however, a prime necessity. Inquiries should also be made concerning fire-fighting equipment in the region under consideration. Small towns and rural areas are not as likely to be in a position to furnish fireproof buildings and good fire protection. For this reason, urban areas in southern, central, and north-central Illinois are perhaps better suited for storage regions.

Control of humidity and temperature is a second requisite in the preservation of all books and records and most museum objects. Ideal conditions for storage require a constant relative humidity of between 45 and 55 percent. A high relative humidity is especially dangerous for paper records. A temperature of from 65° to 70° is desirable. Precautions should be taken against poor ventilation, chemical fumes, soot, insect pests, and rodents. Most caves and mines will prove too damp in Illinois.

Most institutions will find it necessary to make adequate provision against theft. Although this may involve only deputized guards or more elaborate precautions such as floodlighting in areas where blackouts are not necessary, arrangements will have to be made for the housing of such personnel.

If it is desired that library material remain in use and available to the public after being moved to safer locations, the difficulties involved can be simplified if proper methods are used in packing and shipping such material. Standard wooden boxes with inside clearance 3 feet long, 12 inches deep, and 14 inches high, and with tops that screw on, give adequate protection in shipment, and when stacked at the new location will serve as bookcases. Volumes should be packed title edge up in the order in which they will be displayed and the numbering of packed boxes in accordance with a prearranged plan before shipping will prevent confusion.

In cases where one institution agrees to store the material of another, all necessary arrangements should be worked out between the institutions concerned.

STORAGE OF MICROFILMS

Preservation of texts may be effected by means of microfilming where this appears desirable. Such films, which should be of the "safety" variety, can then be kept in cardboard containers or non-rusting metallic boxes with fiber tops. Containers of this type will enable the film to absorb the required moisture. An open pan of water in a closed cabinet, or some humidity such as a steady wisp of steam in an open room will provide all the moisture necessary.

INVENTORY OF STORAGE SPACE

The Illinois Historical Records Survey, a project of the Work Project Administration, is undertaking an inventory of safe storage facilities in this state. The Illinois Committee for the Conservation of Cultural Resources will serve as a clearinghouse for this information. If you wish advice on adequate storage facilities for your institution, or are in a position to house the collections of another library or museum, please communicate with the Illinois Committee.

It is the feeling of the Committee that, even if the possibility of enemy attack in the Middle West is considered remote, plans should be made now to guard against all emergencies that can be foreseen.

COMMITTEE ON CONSERVATION OF CULTURAL RESOURCES

STATE OF ILLINOIS

L. Hubbard Shattuck
Chairman

Committee Members
Paul M. Angle
Miss Maude Bennot
Dr. Thorne Deuel
Dr. Howard Gloyd
Orr Goodson
Dr. Thomas R. Hall
Hon. Edward J. Hughes
Father William Kane, S. J.

Office
Chicago Historical Society
Clark Street & North Avenue
Chicago, Illinois
Phone Michigan 4600

Daniel Catton Rich
Vice-chairman

Committee Members
Major Lenox R. Lohr
Carl H. Milam
Dr. M. Llewellyn Raney
Carl B. Roden
Dr. Franklyn B. Snyder
George B. Utley
Carl M. White
Dr. John A. Wilson

March 5, 1942

TO CULTURAL INSTITUTIONS IN
THE STATE OF ILLINOIS:

We are sending you herewith bulletin number two, PUBLIC MORALE AND THE MAINTAINING OF PUBLIC INTEREST IN CULTURAL INSTITUTIONS.

We hope that this bulletin will be of value to you and would appreciate your comments.

We also enclose a questionnaire which we would be pleased to have you fill out and return to us at your convenience. The purpose of this questionnaire is to correlate as much information as we can regarding the plans and activities of our cultural institutions in Illinois. We believe that as a result of the information collected, we will be able to forward to you, at a later date, a general summary of plans and activities which are being carried out in the state in connection with this protective program.

Sincerely yours,

L. Hubbard Shattuck

L. Hubbard Shattuck
Chairman

March 5, 1942

PUBLIC MORALE AND THE MAINTAINING OF PUBLIC INTEREST IN CULTURAL INSTITUTIONS

BULLETIN NO. 2

All cultural institutions in a country geared to war effort and war economy face two main problems: 1. How to adjust their educational and service programs to the emergency without at the same time distorting the permanent values for which they were organized. 2. How to carry on activities in the face of declining (or possibly declining) state, city and private support, shrinking endowments and lowered interest rates.

Each institution will have to find its own answer to these problems but a few generalizations may apply to all. The war offers a vital challenge to the often repeated boast that our museums, historical societies and science academics, as well as our libraries and universities, are invaluable educational institutions, closely knit into the social welfare of our nation. During this crisis our institutions have the choice of either going down or going up. The first thing to realize is that this war is indeed a total war, not only in the sense that Hitler made it so, but total in the organization of every human and influential element within a country. The wise institution will place one aim above all others: to employ every effort of its staff and material possessions TO WIN THE WAR. Such aid may seem at first small and indirect. But constant and intelligent action on the part of all our cultural institutions when added together over the whole country will help immeasureably not only to sustain citizen morale but to unify and inspire war effort.

With these problems in mind a sub-committee of the larger Committee on Conservation of Cultural Resources for Illinois, sent out three questions to the heads of thirteen of the most typical and important institutions of our state. They were as follows:

1. What proportion of services now in force do you intend to maintain for the duration?

2. What additional or special services, exhibitions, etc., have you in mind or already under way to increase public morale during the same period?

3. What special thought have you and your Board given to the problem of financial support during this period both from public and private sources?

Response to the first question was almost unanimous. All our institutions intend, as far as possible, to maintain normal services during the war. In a few there may be a slight drop of personnel or a restriction of marginal activities but in the main they are prepared to carry on their vital and established programs.

Response to the second question was naturally more varied, depending on the kind of institution giving the answer. The Universities are already teaching a number of special military and allied courses for students; Northwestern University has arranged a series of Lecture-Discussions on Civilian Defense for the public; The University of Chicago libraries are engaged in gathering material for departments engaged in defense work and in cooperating with Government agencies in their Map and Microfilm Projects. The Chicago Historical Society intends to open a gallery given over to the history of national defense. The Museum of Science and Industry is organizing an exhibit of the armed services of the United States. The Illinois State Historical Library and the Chicago Academy of Sciences are planning timely exhibitions. Special libraries like the Newberry and the Ryerson Library (The Art Institute of Chicago) are being somewhat influenced in their book selection, the former acquiring Japanese grammars and dictionaries, as well as historical material on the Pacific, the latter concentrating on defense and camouflage publications. The Art Institute is adding free noon concerts (on Wednesdays) and a free film program, Rediscovering America (Saturday afternoons.)

Response to the third question differed widely. Our institutions are so variously financed that no one answer can apply, even if we could see into the critical years ahead. Several directors of tax-supported institutions, felt, however, that declining revenues were inevitable and that return from membership fees would be noticeably less during this period. The usual response on the part of endowed institutions was to "sit tight" and adjust their budgets to falling income. How this is to be reconciled with maintaining and even increasing public services is not indicated. One institution had received (from a private source) increased support for a special defense project. This type of financing might well be explored by others.

Every president, director, or head of an institution might well survey his present services and activities in the light of a changed world, condensing, omitting, and streamlining these efforts for the duration. In that way funds may be saved for emergency programs or applied to our most vital needs.

Almost every one of our institutions - no matter how small - can offer public space for direct war efforts. Often our buildings possess auditoriums, meeting places, class rooms where Civilian Defense and the Red Cross can most appropriately gather their audiences and participants. Cultural institutions will naturally gain through any such cooperation.

Special exhibits dealing with our country and its armed services, either of an historical or timely nature, will bring crowds eager to see and learn of these matters. There is great opportunity here for libraries. Each institution - even those seemingly most disconnected with the present war - can find some point of contact which ought to prove valuable to our public.

Programs and purposes of cultural institutions, should not - during this period - be completely swamped by war activities. In fact they should stress the re-inforcement of cultural experiences, not as an "escape" but as an affirmation of what we are all fighting to maintain. It is up to the heads of our institutions to point out the high moral value of cultural experience, offering this as freely and appealingly as we can. We must convince not only our own trustees and directors, but also mayors, councilmen, state legislators, etc., of the value of our activities. Such educational effort will be most effective if it is undertaken before crises develop.

During the war our cultural institutions have a remarkable opportunity to prove to the widest public that they do not exist on the fringe of our national life, but in the very center of it. If we can fully accept our responsibilities during this period we will find support during and after the war. When Americans feel that institutions are giving value received, they will not grudge public or private support. Only the institution that remains completely aloof from our great and unified movement need fear the future verdict.

In conclusion it might be well to quote from a statement issued at an emergency meeting of the Association of Art Museum Directors held last December in New York after the outbreak of the war:

> "If, in time of peace, our museums and art galleries are important to the community, in time of war they are doubly valuable", declared the introduction to a resolution. "For then, when the petty and the trivial fall away and we are face to face with final and lasting values, we as Americans must summon to our defense all our intellectual and spiritual resources. We must guard jealously all we have inherited from a long past, all we are capable of creating in a trying present, and all we are determined to preserve in an unseeable future.
>
> "Never before has museum attendance been so great in Canada, or in England wherever museums can still function. Never has the public responded so eagerly to the creative life of today and to the meaning of the art of the past; never have the museums of those countries been so determined to serve.
>
> "Therefore be it resolved:
>
> "That American museums are prepared to do their utmost in

the service of the people of this country during the present conflict.

"That they will continue to keep open their doors to all who seek refreshment of spirit.

"That they will, with the sustained financial help of their communities, broaden the scope and variety of their work.

"That they will be sources of inspiration illuminating the past and vivifying the present; that they will fortify the spirit on which victory depends."

* * * * * * * *

(Extra copies of this bulletin may be had upon request, should you desire to send a copy to your officers and governing boards.)

Cons. & Cultr. Res.

March 9, 1942

Mr. Waldo G. Leland
Chairman, Committee on Conservation
of Cultural Resources
National Resources Planning Board
Washington, D. C.

Dear Mr. Leland:

For the use of our state and county officials and for our state committee on the Conservation of Cultural Resources, we have compiled a list of categories of records which we are recommending for special consideration in the war emergency. Copies of these have been sent to all archivists in the United States and to all our state and county officials in Illinois. Mr. Herbert A. Keller, Director, Experimental Division of Library Cooperation, of the Library of Congress, has suggested that you would also like to receive copies.

Sincerely,

ARCHIVIST

MJH:MMB
Enc.

EXECUTIVE OFFICE OF THE PRESIDENT
NATIONAL RESOURCES PLANNING BOARD
WASHINGTON, D. C.

COMMITTEE ON CONSERVATION OF CULTURAL RESOURCES
Room 112, National Archives Building

March 28, 1942.

Margaret C. Norton, Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

May we have your permission to use as an appendix to a forthcoming release of the Committee on Conservation of Cultural Resources, the list of State records recommended for special protection against the hazards of war that was attached to your letter of January 27,1942? Proper credit will, of course be given.

Sincerely yours,

Collas G. Harris, Chairman
Executive Committee

March 31, 1942

Mr. Collas G. Harris, Chairman
Executive Committee
Committee on Conservation of
Cultural Resources
Room 112, National Archives Building
Washington, D. C.

Dear Mr. Harris:

You may use our Illinois list of State records recommended for special protection against the hazards of war in any way in which you see fit in connection with your committee's work.

Sincerely,

MCN:MCB

Archivist

EXECUTIVE OFFICE OF THE PRESIDENT
NATIONAL RESOURCES PLANNING BOARD
WASHINGTON, D. C.

COMMITTEE ON CONSERVATION OF CULTURAL RESOURCES
Room 112, National Archives Building

April 7, 1942.

Miss Margaret C. Norton,
Archivist,
Illinois State Library,
Springfield, Illinois

Dear Miss Norton:

Thank you for your letter of March 31.

We appreciate very much your permission to use your list of state records recommended for special protection against the hazards of war. This will be incorporated in an appendix to a bulletin that will shortly be released to the state committees on conservation of cultural resources, suggesting a program for the better protection of state, county, and municipal records.

Sincerely yours,

Collas G. Harris, Chairman
Executive Committee

C
O
P
Y

Conserv. of Cult. Resources

EXECUTIVE OFFICE OF THE PRESIDENT
National Resources Planning Board
Washington, D.C.
Committee on Conservation of Cultural Resources
Room 112, National Archives Building

June 8, 1942

Mr. Carl H. Milam
Executive Secretary
American Library Association
520 North Michigan Avenue
Chicago, Illinois

Dear Mr. Milam:

You will remember our discussion after the meeting Thursday about plans for getting together with the chairmen and members of the State Committees on Conservation of Cultural Resources who will be attending the American Library Association Convention in Milwaukee. I think such a get together will be very helpful, and perhaps the best way to arrange it is to announce that after the meeting at which my paper will be presented I will be glad to stay in the room if it is available, and meet with them for an informal discussion at that time. I also like your suggestion that it might be well to send out a notice, or post one on the bulletin board, to the effect that I will be in my hotel room, giving the number, or in some other spot which may be available, at a certain time to meet with the state chairmen and members and attempt to answer any questions.

We are sending out a letter to the state chairmen saying that a notice about the meeting will be posted at the meeting.

Sincerely yours,

/S/ Collas G. Harris, Chairman
Executive Committee

STATE MONUMENTS AND MEMORIALS

Campbell's Island - near Rock Island, Illinois

Eighth Illinois Cavalry Monument - Gettysburg, Penn.

Eighty-second Illinois Infantry Monument - Gettysburg, Penn.

Fort Creve Coeur - near Peoria, Illinois

Fort Edwards - Warsaw, Illinois

General Logan Statue - Chicago, Illinois

General Logan Statue - Murphysboro, Illinois

Governor Bissel Monument - Springfield, Illinois

Governor Bond Monument - Chester, Illinois

Governor Ford Monument - Peoria, Illinois

Governor Oglesby Monument - Chicago, Illinois

Governor Palmer Statue - Springfield, Illinois

Governor Yates Statue - Springfield, Illinois

Gold Star Mothers Memorial - Springfield, Illinois

Henry T. Rainey Monument - Carrollton, Illinois

Illinois Civil War Memorial - Memphis, Tenn.

Illinois Monument - Shiloh, Tenn.

Illinois Monument - Vicksburg, Miss.

Illinois Soldiers' Monument - Mound City, Illinois

Illinois Soldiers' Monument - Stillman's Valley, Ill.

Kenesaw Mountain Monument - Marietta, Ga.

Lincoln Monument - Dixon, Illinois

Lincoln Trail State Monument - Lawrenceville, Ill.

Lovejoy State Monument - Alton, Illinois

Moore House - Charleston, Illinois

Norwegian Settlers Monument - Norway, Illinois

Pierre Menard Statue - Springfield, Illinois

Shabbona Statue Monument - near Ottawa, Illinois

Stephen A. Douglas Monument - Winchester, Illinois

Stephen A. Douglas Statue - Springfield, Illinois

Soldiers Monument - Springfield, Illinois

370th Cavalry MOnument - Chicago, Illinois

Thomas Carlin Monument - Carrollton, Illinois

Twelfth Illinois Cavalry Monument - Gettysburg, Penn.

Wild Bill Hickok Monument - Troy Grove, Illinois

DIVISION OF PARKS & MEMORIALS

CUSTODIANS

LaVerne H. Bastian
Custodian
Apple River Canyon State Park
Apple River, Illinois

Henry Johnson
Black Hawk State Park
826 - 48th Ave.
Rock Island, Illinois

Andrew Benson
Buffalo Rock State Park
Ottawa, Illinois

James E. Ledbetter
Cahokia Mounds State Park
R. R. #3, E. St. Louis, Ill.

Charles Ellsperman
Cahokia Court House
Cahokia, Illinois

C. C. Kerr
Cave in Rock State Park
Cave in Rock, Illinois

Noah C. Duclos
Fort Chartres State Park
Prairie du Rocher, Ill.

Arthur Gardiner
Chain of Lakes State Park
Fox Lake, Illinois

Wm. E. Smith
Fort Kaskaskia State Park
Ft. Gage, Illinois

Walter P. Bunn
Fort Massac State Park
Metropolis, Illinois

Mrs. James Feamon
Pierre Menard Home
Ellis Grove, Illinois

Richard Sharp
Gebhard Woods State Park
723 Illinois Ave.
Morris, Illinois

Theo M. Kingsbury
Fox Ridge State Park
Charleston, Illinois

Bond B. Blackman
Giant City State Park
Makanda, Illinois

Vernon K. Smith
I & M Canal State Park
Morris, Illinois

Geo. Millikin
Illini State Park
Marseilles, Illinois

Robert Coats
Jubilee College State Park
Oak Hill, Illinois

Miss Virginia Brown
Lincoln Home
Springfield, Illinois

H. W. Fay
Lincoln Tomb
Springfield, Ill.

John King
Lincoln Log Cabin State Park
Charleston, Illinois

Mrs. Florence Adami
Metamora Court House
Metamora, Illinois

B. O. Maier
Mississippi Palisades State Park
Savanna, Illinois

Lawrence O. Montgomery
Mt. Pulaski Court House
Mt. Pulaski, Illinois

John L. Terhune
New Salem State Park
Petersburg, Illinois

Theodore L. Conklin
Pere Marquette State Park
Grafton, Illinois

Paul Mayberry
Spitler Woods State Park
Mt. Zion, Illinois

John J. Biggs
Starved Rock State Park
Utica, Illinois

Earl J. Garrity
Stephen A. Douglas Tomb
636 E. 35th St.
Chicago, Illinois

Charles B. Allen
U. S. Grant Home
Galena, Illinois

Selby L. Cheshier
Vandalia State House
Vandalia, Illinois

Albert J. Sweet
White Pines Forest State Park
Mt. Morris, Illinois

HISTORIC BUILDINGS AND MONUMENTS

NOT OWNED BY STATE, OUTSIDE OF CHICAGO

Historical Markers and Sites from which original buildings are gone have been omitted. Preliminary Report.

Albion

Gov. Louis L. Emmerson's birthplace.

Home of Edwards County Historical Society

Dr. Frank B. Thompson Home. Built 1842.

Now the Public Library

Hains House (1826) Oldest house still standing.

Alton

First State Prison. Broadway & Williams

Only a fragment of one cell tier left

Shurtleff College: Academic Hall, 1832

Reproduced painting of Piasa Bird

Aurora

William A. Tanner home, 1857

Home of Aurora Historical Society

Early furniture of period, pioneer portraits, manuscripts

Unsted Collection of antique weapons. 1109 Fifth Street (Private)

Beardstown

City Hall, built as a court house, 1845. Scene of Duff Armstrong trial

Beecher (south of, on State Route 1)

St. Jude. Heroic Marble Statue, St. Jude's Seminary

Belleville

Madison County Historical Society Museum (3d floor of Court House)

Pioneer and Indian relics

Elijah Lovejoy's piano

Belleville (Cont'd)

Governor Reynolds' mansion. 110 N. Illinois St. Now a funeral home

Old German houses

Bishop Hill Colony, Henry county

Settled 1846 by Swedish emigrants led by Erik Janeson. A religious communistic colony lasting until about 1861

Steeple Building, 1854

Old Colony church 1848

93 paintings by Olof Krans, depicting early settlers and life of colony

Museum objects

Bakery and Brewery Building. Now used as auditorium.

Cemetery; other old buildings, including private residences.

Bloomington

Adlai E. Stevenson house. 901 N. McLean Street, Owned by Sigma Alpha Iota Sorority.

Illinois Wesleyan University: Old North Hall, completed in 1850's.

Cahokia

The following buildings owned by the Catholic church:

Old Church of the Holy Family. Completed 1799. Being Restored.

Old Cahokia cemetery

Old Parish house. Erected 1833 (Private)

Jarrot mansion. Built 1799-1806. Oldest brick house in Illinois. Now a Catholic school.

Cairo

Picturesque old levee and waterfront; wrought iron balconies.

Halliday Hotel. Built 1857-59
Gen. Grant lived here in 1861 while in charge of Camp Defiance. Hotel still operating.

Site of Camp Defiance

Cairo (Cont'd)

Public Library

Museum on 2d floor contains statuary, geological specimens, Indian artifacts, Civil War memorabilia, various relics and curios and a complete file of Cairo newspapers 1848-60.

"Fighting Boys", bronze group by Janet Scudder. Library Yard.

"The Hewer", by George Gray Barnard, Ohio Building. Built about 1858, Gen. Grant's headquarters on 2d floor 1860-62.

John Craw house (Private). South side of Court House square. Built early 1820's and served for a time as White County's first court house.

Carthage

Old Jail, in which Hyrum and Joseph Smith were murdered. Owned and restored by Reorganized Church of Latter Day Saints.

Cedarville

Jane Addams birthplace and grave. Owned by a niece, Marcet Haldeman-Julius.

Charleston

Sally Lincoln chapter house of D.A.R., Morton Park

Log cabin home of Joel T. Rennels and his father, visited by Lincoln. Erected 1832. Moved from 5 miles south of town.

Sarah Lincoln home at Campbell, near Charleston. Sarah Lincoln lived here 1851-69.

Thomas and Sarah Lincoln graves in Shiloh Cemetery.

Champaign

University of Illinois (State owned)

Department of Architecture
Started collection of measured drawings of Illinois Historical buildings some years ago.

Clinton

Lincoln statue by Van den Bergen. Site of "You can fool all of the people" speech.

Collinsville

Collins homestead (Private), 408 East Church St.
Built 1821 by Collins brothers, founders of town.

Danville

Victory Monument, W. Main St. & Gilbert Ave. By Loredo Taft

"Uncle Joe" Cannon Home (Private) 418 N. Vermilion St.
Library on 1st floor. Collection of political cartoons.

William Fithian house (Private), 116 N. Gilbert St.
Built 1830. Visited by Lincoln.

Deer Park, LaSalle County

Privately owned. Reproduction of a pioneer stockade and block house.

Decatur

Decatur Civil Art Institute Building.
Constructed 1863 as the home of James Millikin.
Original furnishings of Millikin home. Small art gallery.

Lincoln Log Cabin Court House. Fairview Park.
Originally built in Lincoln square, later moved to present site. 1st court house in Macon County, built 1829 and occuped until 1839. Not furnished in the period

Public Library
Lincoln collection

Downings Grove

Lane K. Newberry, artist. Collection of historical paintings by him, of Illinois buildings.

Elgin

Elgin National Watch Co.

Museum displaying every model produced, from 1st in 1867

Laura Davidson Sears Academy of Fine Arts.

Belongs to Elgin Academy. 250 paintsing including Peale, Whistler, Copley, Homer, etc.

Elmwood

"Pioneers of the Prairie", Monument, gift of Lorado Taft, in honor of his parents. Central Park.

Elsah

Picturesque village

Principia college

Equality

Nigger Spring on State Route #1. Old Indian saline and one of chief salt works in U. S. in early days of Illinois. Only a briny spring and a few shards of Indian pottery on site. Highway marker.

Galena

General Smith home, 1846. Architectural gem.

First Grant home. 121 High Street.

John Dowling House. 1828 Main Street - oldest structure still standing.

Elihu Washburn residence.

DeSota Motel. Built 1855.

Site of Old Fort. One of the cabins within the stockade is now a part of the Gardner residence (Perry St.)

Old Grain houses. Bench Street.

Grace Episcopal Church

First Presbyterian Church

Galena Museum of History and Art. 207 S. Bench St.

5 rooms of paintings, remainder of 15 room building devoted to Galena relics

Outstanding paints; Thomas Hast's "Peace and Union", depicting Lee's surrender to Grant at Appomatox

First Customs House and Former Post Office, corner of Commerce and Green Streets (Tavern)

"Grant, Our Citizen", statue in Grant Park

Galesburg

Knox College: "Old Main" scene of 5th Lincoln-Douglas debate, Oct. 7, 1858

Grand Detour

Maj. Leonard Andrus memorial. By Avard Fairbanks. Site of first steel plow factory.

Hickory Hill, near Equality, Gallatin County

The old "Slave house". Built 1838-42 by John Crenshaw, lessee of Gallatin salt wells. Slave quarters on 3d floor.

Jacksonville

Gov. Joseph Duncan home, 4 Duncan Place. Built 1835. Now chapter house of D.A.R.

Joliet

Oakwood Mound, in Oakwood cemetery.

Archaeological explorations by University of Chicago in 1928.

Kankakee

Central School. 420 East Merchant Street. Collection of sculptures by George Gray Barnard.

Lebanon

McKendree College. Organized 1828. Old buildings.

Lewiston, Fulton county

Dickson Mound. Owned by Dickson family

Dickson Mound Museum:
Archaeological work by University of Chicago.
Part of Edward Payne stone age and Indian collection.

Marshall

Old stone arch bridge on U.S.route 40 west of town. Built over 100 years ago as part of Cumberland road.

Metropolis, Massac County

Kincaid Mounds.

Archaeological explorations by University of Chicago.

First school taught by Robert G. Ingersoll, in 1852. An old log building, northwest corner of 4th & Ferry St. Now a flower shop.

Mound City

Mound City Marine Ways. Used during Civil War and again in operation. Here were laid the keels of three of the famous Eads iron-clad gunboats, and here also the boats of the western fleet of the Union Army were repaired.

Naperville

Preemption house. Bill of 1834.
For years this was the most renowned tavern in the region. Now a saloon.

Nauvoo

Mormon occupation. Sites marked with * are owned and restored by Reorganized Church of Latter Day Saints.

Foundations of Mormon Temple

*Joseph Smith Homestead

Home

Graves of Joseph, Emma and Hyrum Smith

Mansion House

Norman Museum. Relics of Mormon occuption, manuscripts, first editions of Mormon books, etc.

*Nauvoo House

Masonic Hall

Brigham Young House (Private)

Other Mormon houses, some occupied by private families, some in ruins.

Oriental Hotel

Contains the largest collections of Mormon furniture and other relics.

Normal

Illinois State Normal University (State Owned)

Created 1857

Old Main. Houses administrative offices and class rooms. Begun 1857

Library

Collection of dolls

Museum

Oregon

Black Hawk Monument. By Lorado Taft

Peoria

"Robins' Nest" Home of Bishop Philander Chase. On road to Jubilee State Park (Private)

Petersburg

Grave of Ann Rutledge. Petersburg.
Boulder with bronze plaque quoting Master's poem.

Prairie du Rocher

Founded 1722. One of oldest towns in state. Several old buildings.

Princeton

Cyrus Bryant residence (Private). Where Sarah Snell Bryant, mother of William Cullen Bryant lived the last 12 years and died.

Quincy

John Wood home. Built 1836. Houses the Adams County Historical Society Museum.

Riverview Park: Milligan statue of George Rogers Clark.

Indian Mounds Park

Rock Island

Rock Island Arsenal Museum

One of the most complete historical collections of arms and ammunition in U.S.

Col. Davenport's home. 1833.

Rockford

Tinker "Swiss cottage". Owned by city but privately occupied under life tenancy. Modelled after a Swiss chalet. Filled with curios from all over the world and much of the furniture of the Manny (reaper) family. Replica of Walter Scott library.

Rockford College

Chapel, Middle and Linden Halls date from 1852

Beattie Park

Indian Mounds

Burpee Art Gallery

Headquarters of Rockford Art Association. An old

Rockford

Burpee Art Gallery (Cont'd)

stone mansion typical of those built along the river by early Rockford industrialists about 1850-65. Much furniture from early Rockford mansions. Small collection of paintings.

Old Shawneetown

Decker's Riverside Hotel

Rawling's Hotel

(LaFayette visit in 1825)

Bank of Illinois building. Erected 1839. Also a cottage (Private) built in 1812 and used as first bank building (1816).

Springfield

Logan law office. 203 S. 6th. First inaugural written on 3rd floor

Sangamon County Court House, the old State House.

Simeon Francis - Vachel Lindsay home. South 6th Street.

Edwards Place. Owned by Springfield Art Association. Built by Benjamin Edwards.

Vachel Lindsay bust, Lake Springfield.

Camp Butler cemetery (National cemetery)

Lincoln memorial garden, Lake Springfield

Thebes

Old Alexander County Court House. Built 1846 (open)

Toulon

Old office building of Dr. Thomas Hall. Now on library grounds. One of oldest office buildings of an individual doctor in Illinois. Owned by Stark County Historical Society

Urbana

"Lincoln the Young Lawyer". Monument. Gift of Lorado Taft. Carle Park

Vandalia

Vandalia

Madonna of the Trail Monument.

12th of monuments erected by D. A. R. along Cumberland road.

Morey building. 419 Gallatin Street. Lincoln is said to have roomed there.

Wheaton

Theosophical Society Temple

Library of 15,000 volumes, primarily on occult subjects, one of largest of its kind in the country.

White Hall

Annie Louise Kellar Memorial. By Lorado Taft.

PROFESSIONAL CORRESPONDENCE FILES

1936 – 1958

SOCIETY OF AMERICAN ARCHIVISTS, 1937

November 15, 1937

Dr. Randolph G. Adams, Librarian
William L. Clements Library
Ann arbor, Michigan.

Dear Dr. Adams:

Professor Peake, editor of the AMERICAN ARCHIVIST, the new journal of the Society of American Archivists, has requested me to act as news reporter for the Old Northwest Territory. I would therefore appreciate receiving from you from time to time notices of such archival matters as new appointments, changes of personnel, new departures or accessions in state, local and public archives, etc.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent.

THE UNIVERSITY OF MICHIGAN
COMMITTEE ON UNIVERSITY ARCHIVES

FRANK E. ROBBINS, ASSISTANT TO THE PRESIDENT, *Chairman* LEWIS C. VANDER VELDE, ASSOCIATE PROFESSOR OF HISTORY, *Secretary*
RANDOLPH G. ADAMS, DIRECTOR OF THE W. L. CLEMENTS LIBRARY WILLIAM W. BISHOP, LIBRARIAN OF THE UNIVERSITY
MORTIMER E. COOLEY, DEAN-EMERITUS OF THE COLLEGE OF ENGINEERING WILFRED B. SHAW, DIRECTOR OF ALUMNI RELATIONS
SHIRLEY W. SMITH, VICE-PRESIDENT AND SECRETARY OF THE UNIVERSITY

Secretary's office: The William L. Clements Library, Ann Arbor

December 13, 1937

Miss Margaret C. Norton, Superintendent
Archives Division
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Mr. William Jabine has suggested that I send to you a news item concerning our University Archives - Michigan History program. I am enclosing a statement telling of one of our most notable recent acquisitions and giving a short account of the history and purpose of our program. I hope it will be of some use and trust it is the type of news item you desired.

Yours very sincerely,

Elizabeth S. Adams

Mrs. Donald E. Adams
Research Assistant

ESA:S

December 21, 1937

Mrs. Donald E. Adams
Research Assistant
The William L. Clements Library
Ann Arbor, Michigan.

Dear Mrs. Adams:

Thank you very much for the interesting news item relating to the University of Michigan University Archives. This comes too late for inclusion in the January issue of the AMERICAN ARCHIVIST, but I am forwarding it to the editor for notice in the next issue.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent.

November 15, 1937

Professor Robert C. Binkley
History Department
Columbia University
New York, N.Y.

Dear Dr. Binkley:

Professor Pease, editor of the American Archivist, the new journal of the Society of American Archivists, has requested me to act as new reporter for the Old Northwest Territory. I would therefore appreciate receiving from you from time to time notices of such archival matters as new appointments, changes of personnel, new departures or accessions in state, local and public archives, etc.

We hope to start moving into our new Archives Building within a few weeks now, and are looking forward to visits from all our friends.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent.

The National Archives
Washington, D. C.

DIVISION OF ACCESSIONS

September 28, 1937.

Miss Margaret C. Norton
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Please accept my belated thanks for your letter of September 14 which contained many interesting notes and definitions. I shall be glad to add these to other notes I have and make use of them in the formulation of our tentative definitions.

This work, as you state, is closely related to classification and cataloging and I know we can be of help to one another. You may be sure that I will get in touch with Dr. Rossel R. Hill and Mr. John Russell in this connection.

I shall keep you in mind and will be glad to hear from you again.

Sincerely yours,

Nelson M. Blake.

November 15, 1937

Dr. Theodore C. Blegen, Superintendent
Minnesota Historical Society
St. Paul, Minnesota.

Dear Dr. Blegen:

Professor Pease, editor of the AMERICAN ARCHIVIST, the new journal of the Society of American Archivists, has requested me to act as news reporter for the Old Northwest Territory. I would therefore appreciate receiving from you from time to time notices of such archival matters as new appointments, changes of personnel, new departures or accessions in state, local and public archives, etc.

We hope to move into our new Archives Building before Christmas, and are looking forward to showing our friends around whenever they come to Springfield.

Sincerely,

MINNESOTA HISTORICAL SOCIETY

Saint Paul

EDWARD C. GALE, PRESIDENT
IRA C. OEHLER, VICE PRESIDENT
LESTER B. SHIPPEE, VICE PRESIDENT
EVERETT H. BAILEY, TREASURER

THEODORE C. BLEGEN
SECRETARY AND SUPERINTENDENT

GERTRUDE KRAUSNICK, LIBRARIAN
GRACE L. NUTE, CURATOR OF MANUSCRIPTS
WILLOUGHBY M. BABCOCK, CURATOR OF MUSEUM AND ARCHAEOLOGIST

November 17, 1937

Miss Margaret C. Norton
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

We shall be glad to send you any news of archival interest that may come along. I am very eager to see your new building, and I congratulate you on its progress.

Sincerely yours,

Theodore C. Blegen

Superintendent

TCB/H

The National Archives
Washington, D. C.

January 23, 1937.

Miss Margaret C. Norton,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

I have received your letter and appreciate your offer to help further the work of the Society. I am sure there will be many ways in which you will be called upon. I shall be glad to send to Dr. Pratt one of the form letters I am drawing up, giving information about the Society to prospective members, and inviting applications for membership.

Dr. Irvine has declined the editorship,on the grounds of not having time in connection with his work here to do that as thoroughly as he would like. I am awaiting instructions and nominations from Dr. Newsome in order to conduct a mail vote among the members of the council for someone to take the editorship. In case you have any suggestions, would you be kind enough to communicate them either to Dr. Newsome or to me?

Very sincerely,

Philip C. Brooks

Philip C. Brooks,
Secretary.

January 29, 1937

Dr.Philip C. Brooks, Secretary
Society of American Archivists
The National Archives
Washington, D.C.

Dear Dr. Brooks:

Naturally I am distressed to learn that Dr. Irvine has declined the election as editor. Dr. Buck recommended him so highly and it seems so desirable that the editor should be at Washington that the situation is most unfortunate. I do not know Dr. Buck's staff well enough to make any suggestion there. I do know that some of the council preferred you for the position, but I think it would not be fair to ask you to assume the position temporarily because upon you will fall the major burden of working up our membership lists. In most small organizations the secretary does do some editorial work, but I fear it would be asking too much for you to assume the responsibility.

I wonder if some of our members who do a great deal of editorial work anyhow, such as Dr. Crittenden of North Carolina or Dr. Coleman of Indiana, or perhaps Dr. Pease of Illinois (at Urbana) could not give us some rough estimates of cost and suggestions for format, etc. Or perhaps our editorial board might make a committee report on the matter for submission to the annual meeting. I would not be surprised if we are limited to one or two numbers of the quarterly the first year, and perhaps we can get along without an editor until the meeting when the situation can be more thoroughly canvassed.

Sincerely yours,

THE SOCIETY OF AMERICAN ARCHIVISTS

A. R. Newsome, President
University of North Carolina
Chapel Hill

May 6, 1937

Philip C. Brooks, Secretary
Box 1425, Washington, D. C.

Miss Margaret C. Norton
Superintendent, Archives Division
Illinois State Library
Springfield, Illinois

My dear Miss Norton:

The first annual meeting of the Society of American Archivists will be held at Washington on Friday and Saturday, June 18 and 19, 1937. I hope that you can be one of the large number who will attend, and that you will inform me if you intend to do so. Papers of technical and general interest, committee meetings and reports, and the election of officers will constitute the program. Dr. James A. Robertson, Archivist of Maryland, has been appointed chairman of the program committee, and Dr. R. D. W. Connor, Archivist of the United States, chairman of the committee on local arrangements.

Committees which will meet at Washington are being formed, and the following persons have accepted the appointments to those indicated: cooperation, James A. Robertson, chairman; public relations, Curtis W. Garrison, chairman; international relations, Waldo G. Leland, chairman, and Roscoe R. Hill; terminology, Nelson M. Blake, chairman; training of archivists, Samuel F. Bemis, chairman, and R. D. W. Connor; classification and cataloging, Margaret C. Norton, chairman, and Roscoe R. Hill and John R. Russell; equipment and mechanical techniques, Robert C. Binkley, chairman; reduction of archival material, Emmett J. Leahy, chairman; motion pictures and sound recordings, John G. Bradley, chairman; maps and charts, S. W. Boggs, chairman; membership, Philip C. Brooks, chairman, and Grace L. Nute, James W. Moffitt, and Milton H. Thomas. Other appointments will be announced soon.

Definite data regarding the program and arrangements for the meeting, as well as progress in other activities of the Society, will be announced by the secretary within a short time. Further applications for membership from qualified persons and institutions will be welcomed. All those elected to membership before the first annual meeting will be considered founding members. If you expect to attend the meeting, please notify me as soon as possible.

Very sincerely yours,

Philip C. Brooks

Philip C. Brooks,
Secretary.

THE SOCIETY OF AMERICAN ARCHIVISTS

A. R. Newsome, President
University of North Carolina
Chapel Hill

Philip C. Brooks, Secretary
Box 1425, Washington, D. C.

May 8, 1937

Illinois State Library,
Archives Division,
Springfield, Illinois.

Attention: Miss Margaret C. Norton, Superintendent.

Gentlemen:

The first annual meeting of the Society of American Archivists will be held at Washington on Friday and Saturday, June 18 and 19, 1937. I hope that you can be represented by a delegate, and that you will inform me if you intend to do so. Papers of technical and general interest, committee meetings and reports, and the election of officers will constitute the program. Dr. James A. Robertson, Archivist of Maryland, has been appointed chairman of the program committee, and Dr. R. D. W. Connor, Archivist of the United States, chairman of the committee on local arrangements.

Committees which will meet at Washington are being formed, and the following persons have accepted the appointments to those indicated: cooperation, James A. Robertson, chairman; public relations, Curtis W. Garrison, chairman, international relations, Waldo G. Leland, chairman, and Roscoe R. Hill; terminology, Nelson M. Blake, chairman; training of archivists, Samuel F. Bemis, chairman, and R. D. W. Connor; classification and cataloging, Margaret C. Norton, chairman, and Roscoe R. Hill and John R. Russell; equipment and mechanical techniques, Robert C. Binkley, chairman; reduction of archival material, Emmett J. Leahy, chairman; motion pictures and sound recordings, John G. Bradley, chairman; maps and charts, S. W. Boggs, chairman; membership, Philip C. Brooks, chairman, and Grace L. Nute, James W. Moffitt, and Milton H. Thomas. Other appointments will be announced soon.

Definite data regarding the program and arrangements for the meeting, as well as progress in other activities of the Society, will be announced by the secretary within a short time. Further applications for membership from qualified persons and institutions will be welcomed. All those elected to membership before the first annual meeting will be considered founding members. Institutional members are particularly desired, and it is believed that the Society can be of real service to them. If you expect to be represented at the meeting, please notify me as soon as possible.

Very sincerely yours,

Philip C. Brooks

Philip C. Brooks,
Secretary.

THE SOCIETY OF AMERICAN ARCHIVISTS

A. R. Newsome, President
University of North Carolina
Chapel Hill

Philip C. Brooks, Secretary
Box 1425, Washington, D. C.

May 10, 1937

Miss Margaret C. Norton,
Archives Division,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

My reply to the latest of your letters has been delayed pending various developments. Dr. Newsome and ~~the majority~~ all of the council have approved the dates you originally suggested for the annual meeting, and I have taken your suggestion as a vote for that plan. Dr. Newsome authorized me to appoint the remainder of the program and local arrangements committees upon consultation with Dr. Connor and Dr. Robertson. We are asking Miss Helen Chatfield, Prof. Richard J. Purcell, Dr. John C. Fitzpatrick, and Mr. Dorsey W. Hyde, Jr., to constitute the arrangements committee, and Dr. Robertson is considering the composition of his group. He has a general scheme for a meeting which he drew up last year, and to which you contributed suggestions, which will be used as the basis for this year's program. We will probably have meetings Friday morning, Friday afternoon, and Saturday morning, a dinner Friday night and perhaps luncheon Saturday. Some, at least, of the meetings can be held at the National Archives Building, and there may be a tour of the building Saturday afternoon. If you have any suggestions regarding either the program or the arrangements, I hope you will submit them either to Dr. Robertson or to me. We have now more than 190 members and applicants, including institutions, and with more than 50 of them resident in Washington I hope we shall have a good number at the meeting. Returns are steadily coming in from letters I sent out to prospectives.

Dr. Hill and Mr. John Russell have agreed to serve on your committee on classification and cataloging, and I have told them that I thought you would communicate with them in regard to its scope and functions.

Professor Pease, I am pleased to say, has accepted the editorship and is proceeding forthwith to draw up general plans for the journal, as well as an editoral board. We cannot start publication until after his return from Europe. This I regret due to the fact that so many members and applicants have already paid their dues and will

not receive tangible results for some months. Nevertheless, it is important from a long run standpoint to proceed cautiously in the matter of a journal, and Professor Pease will want to supervise carefully the first number himself.

For his committee on public relations, Dr. Garrison has suggested and Dr. Newsome has approved the appointment of Dr. Blake. Mr. Vanderbilt, of the Philadelphia Union Catalogue, Dr. Crittenden, the Massachusetts examiner of records, and "either a business man who takes an active interest in some state archives, or a legislator or officer of a Legislature who takes an active interest." He prefers the first type, and I submit that the first type would be most apt to be eligible for membership in the Society. He recommends that this person be someone who may have helped you get your archives building, and he proposes to write to you for a suggestion as to who it may be. I am communicating Dr. Newsome's approval of the plan to Dr. Garrison, and I expect that you will hear from him.

I am looking forward to seeing you in June and to hear any suggestions you have to make in the meantime.

Very cordially,

Philip C Brooks

Philip C Brooks,
Secretary.

May 12, 1937

Dr. Philip C. Brooks, Secretary
Society of American Archivists
Box 1425
Washington, D.C.

Dear Dr. Brooks:

I am so glad that we are really to have the Washington meeting this spring after all our doubts about the possibility. I will be there for the meeting June 18 and 19 - in fact, I may arrive a day or so before as I want to see certain things at the National Archives. Please let me know about hotel headquarters as soon as arrangements have been made.

Sincerely,

THE SOCIETY OF AMERICAN ARCHIVISTS

A. R. Newsome, President
University of North Carolina
Chapel Hill

Philip C. Brooks, Secretary
Box 1425, Washington, D. C.

May 15, 1937

Miss Margaret C.Norton,
Archives Division, Illinois State Library,
Springfield.

Dear Miss Norton,

I was pleased to have your word that you will be able to attend the meeting on June 18-19, and trust that your satisfaction will not be disturbed by the fact that you are likely to be asked to give a paper.

Dr. Robertson, Dr. Buck, and Mr. Boyd are working on the program, and until it is definitely drawn up I cannot of course say just when or on what you will be requested to speak, but Dr. Robertson has authorized me to give you this advance warning. It has been suggested that you might present a discussion along the lines of your previous paper on archives as an administrative unit of government, and if as I hope you consent to talk you might bear that in mind. You will receive more precise information as soon as possible. The talks are to be limited to twenty minutes each.

I am hoping that a meeting of the council to elect the accumulation of applicants to membership in the Society can be held, perhaps a short one before the first paper Friday morning, and also that there will be opportunities for the various committees to gather. The last could best be arranged by each of these small groups itself. Such meetings can be held, I have no doubt, in the Archives building. All these remarks are subject to the decisions of the program and local arrangements committees.

Very sincerely

Philip C. Brooks

Philip C.Brooks
Secretary

May 18, 1937

Dr. Philip C. Brooks, Secretary
Society of American Archivists
Box 1425
Washington, D.C.

Dear Dr. Brooks:

Some months ago Dr. Kuhlman asked me to contribute a paper on the subject"The Minimum Essentials of a State Archives" before the meeting of his committee on Archives and Libraries at American Library Association next month. I have heard that he has abandoned his plans for this meeting, but he has not notified me to that effect and he does not reply either to me or to the President of the National Association of State Libraries with which he was to have held the meeting jointly. If Dr. Kuhlman's plans go through, I do not think I would have anything fresh to say before the Society of American Archivists on the subject. If I do not have to deliver this paper at A.L.A. I would be willing to deliver it atour meeting. It is not yet written, but I had planned to devote it to a discussion of the functions of a state archives department - to a discussion of the misconceptions as to what archives work is and to a definition of the proper scope of a state archives department both in relation to state and local records. I do not like the title Dr. Kuhlman assigned to me, preferring something like "The Scope and Functions of a State Archives Department." I shall not feel the least embarassment if Dr. Robertson does not include a paper for me - in fact, I think I have been too much in evidence in the Society so far already.

Sincerely,

THE SOCIETY OF AMERICAN ARCHIVISTS

A. R. Newsome, President
University of North Carolina
Chapel Hill

Philip C. Brooks, Secretary
Box 1425, Washington, D. C.

May 22, 1937

Miss Margaret C. Norton,
Archives Division, Illinois State Library,
Springfield.

Dear Miss Norton,

Thank you very much for your letter of May 18, in regard to the program for the meeting. I have since talked with Mr. John Russell, an active member of the American Library Association, who knows something about the correspondence between The National Archives and Dr. Kuhlman in regard to the session at New York. He says no one seems to know definitely about Dr. Kuhlman's plans, and that apparently the latter is not going ahead with the session there. In any case, we feel that there would be a quite small duplication of attendance, if any, at the two meetings, and that there would be no objection to having your valuable paper given two hearings.

Since the program committee is anxious to have your paper at our meeting, and the other plan is so indefinite, we propose to go ahead and print a program with your name on it, with whatever title you choose to send me. I would appreciate it greatly if you would tell me the definite wording soon so that I can prepare the printed program. Your talk is to be the first one Friday morning, and the committee frankly looks forward to leading off with a good one. I certainly cannot agree that you have been too much in evidence in the Society, and hope very much that you will be sure to present this paper.

It is proposed that there be a meeting of the council(at least seven will be present) Friday morning, June 18, at nine o'clock to elect to membership the seventy five or more applicants so that they can be considered founding members. It is also proposed that the new council, after the election, meet Saturday noon.

Perhaps your title can at least in part emphasize the idea of archives as an administrative unit of government. The committee likes that viewpoint. "The minimum essentials of a State Archives" is closely akin, though.

Very sincerely

Philip C. Brooks

Philip C. Brooks
Secretary

THE SOCIETY OF AMERICAN ARCHIVISTS

A. R. Newsome, President
University of North Carolina
Chapel Hill

Philip C. Brooks, Secretary
Box 1425, Washington, D. C.

May 24, 1937

Miss Margaret C. Norton,
Archives Division, Illinois State Library,
Springfield.

Dear Miss Norton,

Since seeing Mr. Kuhlman's rather ambitious program for the session at the American Library Association meeting, we (Dr. Robertson, Mr. Hyde, Mr. John Russell, and I) feel that there is no reason why you should not appear on both programs, and every reason why you should appear on that of the Society. I do not think the duplication of attendance between the two meetings will be ~~great.~~ noticeable. Dr. Robertson talked to me about our program on the telephone this morning, and hopes very much that you will give your paper.

As we do not expect a large number of persons from out of town, Mr. Connor does not plan to have a regular hotel headquarters. We are planning, though, to issue with the program some information on hotel rates. They should appear in about a week.

Very cordially

Philip C. Brooks

Philip C. Brooks

May 28, 1937

Dr. Philip C. Brooks, Secretary
Society of American Archivists
Box 1425
Washington, D.C.

Dear Dr. Brooks:

It may be impossible for me to get to Washington in time for the Council meeting on Friday morning and it might be safer not to put me on the morning program. The Honorable Harold L. Ickes has informed us that we are to dedicate the new Archives Building on June 16th. The building will not be completed for several months yet and we had other plans, but PWA money being involved I guess we will have to have some sort of a ceremony on that date. The architect told me yesterday that he had not been able to see Secretary of State Hughes to discuss the matter with him, so I am hoping Mr. Hughes may veto the idea. If we do have the dedication I shall have to be here on Wednesday which would put me in Washington about 9 Friday morning. You know how long it takes to get registered in the hotels. There are no possible train connections from here that will get me to Washington before Friday morning. I hate to miss the Council meeting but may have to do so.

I approve the names chosen by Dr. Pease for his editorial board. I am unacquainted with Dr. Priestly and Mr. Angel, but am sure they are all right or Dr. Pease would not have suggested them.

If it meets with the approval of the program committee I will speak on "The Scope and Functions of a State Archives Department." That is an ambitious title and I will not have time to cover it adequately in a paper, but I do want to emphasize the fact that the acquisition of a few territorial records does not change an historical library into an archives - that archives work is a governmental function. I think the subject of the paper appropriate to both the A.L.A. and the S.A.A. programs otherwise I might change the topic for one.

Expecting to be seeing you soon, I am

Sincerely,

THE SOCIETY OF AMERICAN ARCHIVISTS

A. R. Newsome, President
University of North Carolina
Chapel Hill

Philip C. Brooks, Secretary
Box 1425, Washington, D. C.

June 1, 1937

Miss Margaret C. Norton,
Illinois State Library,
Springfield.

Dear Miss Norton,

I think there will be no difficulty about changing the time of your paper from Friday morning to Saturday. In fact I have already done so on the program, the committee members being at present out of reach, and have so informed Dr.T. P. Martin who will take the place originally allotted to you on Friday. Your paper will then come on the same program with those of Dr. Hamer and Dr. Evans, and I think appropriately enough so.

The Kuhlman matter seems still uncertain. Unfortunately some of the persons he scheduled for his meeting in New York cannot go - Messrs. Newsome, Buck, and probably Hill - and the idea of calling it a joint session with the Society so soon after our own first annual meeting does not take well here. I am glad that you and John Russell, who are members of the Society, will be there , as well as Mr. Hyde, and hope that someone will give a statement of the aims and objectives of the Society as Dr. Kuhlman had hoped that Dr. Newsome would do.

The council meeting which you miss will probably be limited to the election to membership of applicants. Business of other sorts will likely be transacted at a luncheon meeting of the council Saturday noon. Your emphasis of archival work as a governmental function should certainly take well here.

I can imagine your feelings about the proposed sudeen dedication of your building June 16. As a resident of the state I have been hoping that the dedication would be held sometime when I could be there.

The editorial board seems to be elected. Professor Priestley gives the Pacific Coast representation, has had editorial experience on the board of the Hispanic American Historical Review and various University of California publications. He is the librarian or curator of the Bancroft library at Berkeley, which is really an outstanding collection of Americana, manuscripts, maps, etc. Angel is Dr. Buck's assistant here, formerly an editor in the State department. I suspect he will not be needed.

In the secretary's report for the business meeting, after thorough consideration by the program committee and others, I plan to incorporate brief statements as to the scope and probable activities of the various committees of the Society. It seems impracticable to ask each of the chairmen to make a statement this early in the game, and it would take a long time in the meeting. This I may have mentioned to you before, and I don't like to ask you to do any more work. But if you would be kind enough to give me enough material for a short paragraph on the committee on classification and cataloging I would appreciate it greatly. My idea is to let the members know about what each committee will take in, and where to refer questions they may have.

The enclosed letter is typical of a number I've had with questions or information, and I thought it might interest you.

Very cordially

Philip C. Brooks

Philip C. Brooks

June 7, 1937

Dr. Philip Brooks, Secretary
Society of American Archivists
Box 1425
Washington, D.C.

Dear Dr. Brooks:

In accordance with your request, I enclose a copy of a report for the Committee on Classification and Cataloging. As I have been out of the city much of the time the past few weeks working with a Chicago architect on our Archives Building, I have not had time to get the formal approval of the members of my committee before sending this to you. They may not approve my syllabus idea, but from our correspondence I am sure they approve of the scope of the committee's work as outlined there.

I had also expected to be able to enclose a copy of my paper on State Archives but am still struggling to bring it down to a suitable length so you won't get that today.

We have heard nothing more about the proposed dedication of our unfinished building so I am hoping that I shall not be held up here until the last minute as I had feared. The invitation from Illinois for the Society of American Archivists to meet here next year still holds and we expect that will be the real dedication irrespective of what Mr. Ickes may want.

Sincerely,

June 8, 1937

Dr. Philip Brooks, Secretary
Society of American Archivists
Box 1425
Washington, D.C.

Dear Dr. Brooks:

Enclosed is a copy of my proposed paper. Do not be alarmed at its length since I propose to make several cuts in reading it. Particularly I intend to omit the lengthy quotation from the State Tax Commission's WPA manual. This illustrates so beautifully the importance of local archives to the present day state official that I thought it might be worth including in the printed report. The first three pages are largely a rehashing of an earlier paper of mine and could be omitted if time gets short.

Which hotel do you think will be the most popular? I made a reservation with the Mayflower on their statement that the Friday night dinner would be held there. Today the Washington writes me that they are trying to get all the out of town members there and have a number of reservations. I prefer the Washington because of its location, detestthe food of both, but want chiefly to be with the rest of the crowd.

Miss Nute writes me that Mr. Blegen and she are tied up with an historical tour for which both are on the program. I hope the rest of the Middle West will be represented.

Sincerely,

THE SOCIETY OF AMERICAN ARCHIVISTS

A. R. Newsome, President
University of North Carolina
Chapel Hill

Philip C. Brooks, Secretary
Box 1425, Washington, D. C.

June 10, 1937

Miss Margaret C. Norton,
Illinois State Library,
Springfield.

Dear Miss Norton,

Thank you very much for your report of the committee on classification and cataloging, and for the copy of your paper. I appreciate your promptness and thoroughness.

Do you know the Raleigh hotel? It has been fixed up quite a bit lately, and is the closest decent one to the Archives. But if there is the usual milling around the lobby and talking before and after sessions it is likely to be at the Mayflower, or at the Archives during the day. The Washington is nice, but has no more reason than any other for saying it hopes to have all the out of town members there. There are not more than 35 or 40 coming from out of town, and they'll be scattered. Dr. Newsome is staying with a friend, Dr. Robertson at the Raleigh (with Mrs. R.), Dr. Paltsits at the Harrington. I don't know about the others yet. Wilmer L. Hall at the Burlington.

I am very sorry that neither Miss Nute nor Blegen can be here. There will be others from the Middle West, however, and one at least from California. Dr. Coleman is going to be here and to read or present a report on the journal, in lieu of Professor Pease. The editorial board is eledted, and Professor Pease has submitted and interesting statement of plans. If copies are made in sufficient time, which I doubt, I'll send you one before you leave for Washington.

Apparently Mr. Kuhlman's program in New York will include on Tuesday afternoon Mr. Hyde, Miss Norton, and Dr. Evans (in the order he lists them), and on Wednesday morning Mr. Russell, Mr. Brooks(substituting for Newsome), and the discussion of the training of archivists. Dr. Hill and Dr. Buck are not going.

Very cordially

Philip C. Brooks

July 6, 1937

Dr. Philip C. Brooks, Secretary
Society of American Archivists
Box 1425
Washington, D.C.

Dear Dr. Brooks:

Inenclose a copy of the revised last page of my paper on State Archives. Since Dr. Kuhlman is publishing it as altered, I suppose you should also.

Please accept a rather belated thanks for the fine meeting at Washington and for the pleasant hospitalities we received there. Unfortunately I have mislaid the name and address of the charming lady at the Presidential Apartments who entertained us so graciously the night of the dinner. Please convey to her my appreciation at being included.

Sincerely,

THE SOCIETY OF AMERICAN ARCHIVISTS

A. R. Newsome, President
University of North Carolina
Chapel Hill

Philip C. Brooks, Secretary
Box 1425, Washington, D. C.

Aug. 13, 1937

Miss Margaret C. Norton, Superintendent,
Archives Division, Illinois State Library,
Springfield, Ill.

Dear Miss Norton,

Omitting your name as an attendant at the council meeting is certainly no small error, and I have hastened to correct it. Thank you for calling my attention to it.

I was interested in your comments on the Kuhlman committee, as I was in the discussion at the meeting in New York. In sending out letters to prospective members I have found it necessary to seek some determination of the eligibility of each prospect in advance, and that has necessitated an interpretation of the membership clauses of the constitution. In this the discussion of the council at Providence has been my guide, and with the comments of the writers of the constitution in addition to the document itself, has led to the rather broad membership we now have. I think the breadth is rather stimulating to the group, and it certainly is better financially. It also enables the archivists proper to spread the gospel (whatever that is decided to be) among the semi-professional, part time, and lay custodians of manuscripts.

From the latter standpoint I agree with your suggestions as to what a committee like Dr. Kuhlman's committee might do. As to committees of our own society, I should think they could limit their activities or not as seemed most practicable, as long as they state their aims. For example, if in such a large task as that your committee is undertaking, if you find it sensible practically to restrict yourself to official public archives, I should think you could say so in any report that comes out, and that no one could expect any more of you then.

I have just returned from a rather long and very pleasant vacation, and am trying to catch up on correspondence. Professor Pease has asked Dr. Coleman to edit the proceedings, and I am communicating with both of them about the matter.

Very sincerely

Philip C. Brooks

THE SOCIETY OF AMERICAN ARCHIVISTS

A. R. Newsome, President
University of North Carolina
Chapel Hill

Philip C. Brooks, Secretary
Box 1425, Washington, D. C.

Sept.30,1937

Miss Margaret C.Norton, Superintendent,
Archives Division, Illinois State Library,
Springfield.

Dear Miss Norton,

In endeavoring to make a general survey of the Society's activities and status I find that I have been remiss in at least one duty, which is that of reminding the other committee chairmen of Dr. Robertson's desire for information as to how he can cooperate with them. He has said a major phase of the work of his committee on cooperation, which was intended by the organizing committee to promote cooperation among archival institutions, is to work with other groups. Cooperation among institutions is likely to be along the lines represented by the titles of other committees, and he feels that he should know what they propose to do and how they are to get archival institutions working toward common ends in their respective fields. Of course the publications of the Society can inform members of committee findings, but the committee on cooperation may perform more specific functions. If you think of any in connection with the matter of classification and cataloging, would you let him know,at the Hall of Records, Annapolis?

I take it that since no other corrections than the one you made have come from the council members, to all of whom the minutes of the last meetings were sent, it will be proper to publish them in the proceedings if Prof. Pease sees fit. I have had rather a discouraging time getting people to revise their papers for publication, but the editor now has the complete copy.

In accordance with the unofficial determination of the council at its last meeting regarding regional groups I should submit to the council members for approval the proposal of certain members on the West Coast to have a joint conference on archives with the western directors of the Historical Records Survey at the Pacific Coast branch meeting of the Historical Association in Seattle. Col. J.M.Scammell of Oakland, California, and Dr. C.M.Gates, of the University of Washington, are the chief promoters. I don't know the program exactly, but think the plan should have our endorsement.

Very sincerely

Philip C. Brooks

October 7, 1937

Dr. Philip C. Brooks, Secretary
Society of American Archivists
Box 1425 Washington, D.C.

Dear Mr. Brooks:

It seems to me that the proposed meeting of the West Coast members with the western historical records survey directors would be a valuable thing for stimulating interest in archival problems among the many western members who cannot attend our regular conferences and do not wish to feel isolated. I think the group should be given the text or a summary thereof, of the Council's discussion on the matter of regional meetings, so that they will understand that we assume no responsibility for their acts without specific action by the Council. In other words, we do not want them to be passing resolutions of endorsement which might seem to outsiders to be our endorsements. Aside from that, I see no reason why we should not encourage regional meetings.

As soon as possible I will send a statement to Dr. Robertson as to the proposed program for the Committee on Cataloging and Classification. While we have agreed informally upon it, the formulation of the program for distribution is not yet ready. It seems to me that our greatest need for cooperation from members is a statement from them as to what they think the scope of our work should be, what problems particularly need solution, and above all, the members can help all committees most by concentrating their efforts in cooperating with Dr. Blake's committee on Terminology. That work is so basic that the rest of the committees can do nothing very definite until the terms have been more standardized than at present.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent.

THE SOCIETY OF AMERICAN ARCHIVISTS

A. R. Newsome, President
University of North Carolina
Chapel Hill

Philip C. Brooks, Secretary
Box 1425, Washington, D. C.

November 3, 1937

Miss Margaret C. Norton, Superintendent,
Archives Division, Illinois State Library,
Springfield, Illinois.

Dear Miss Norton,

Since I last wrote you a plan has developed for an occasional informal gathering of the Washington members of the Society, for discussion and not for formal action, which I think I should submit to the council as I did that of the Pacific Coast members. Possibly one such meeting will be held between now and Christmas.

The Proceedings, Prof. Pease, writes, are about to go to press. They have been so long delayed, due to difficulty in getting papers revised for publication, to my absence and Prof.Pease's this summer, and the delay of the printer in furnishing him with cost data, that Dr. Buck suggested the separate publication be abandoned, and the material thrown into the journal. Professor Pease feels strongly, however, that the Proceedings volume should appear, and from letters I have received I believe it is quite important to get it out as soon as possible as evidence of our activities. The editor tells me he has material definitely planned, and some accepted already, for the first two numbers of the quarterly and that he sees no reason why it should not come out in January as planned.

Dr.Newsome wants to appoint the chairmen of the committees on local arrangements and program for the Springfield meeting before the Philadelphia session, as they might use the latter gathering for planning and conferring. He asked me to consult you on the matter of the local arrangements committee. You can suggest better than any one else what its composition should be, and might find it possible to direct the committee yourself. I would appreciate your reactions.

Mr. Boyd will have definite word this week as to whether or not Dr. Fitzroy, of Princeton, will accept our invitation to speak at the Philadelphia luncheon. Dr. Newsome asked me to arrange the matter, and it came to an invitation to Fitzroy instead of Prof.Philbrick, who cannot attend, to speak on legal records. I look forward to seeing you at the meeting.

Very sincerely yours

Philip C. Brooks

Philip C. Brooks

November 8, 1937

Dr. Philip C. Brooks, Secretary
Society of American Archivists
Box 1425
Washington, D.C.

Dear Dr. Brooks:

There can be no objection to the organization of a Washington chapter of the Society of American Archivists provided the organization is informal and does not commit the parent organization to definite policies. Therefore, as a member of the Council, I vote to permit the group to meet.

Miss Rogers and I have just returned from Chicago where we attended the meeting of the Illinois Library Association which also accepted our invitation to meet in Springfield next autumn. We have been talking here in terms of two separate meetings for the two organizations but with perhaps one overlapping day on which there could be some sort of a joint dinner or other appropriate session relating to the formal dedication of the Archives Building. The Chamber of Commerce tells us they can arrange for an October meeting date, but that since there is at least one big convention scheduled for the town that month they wish us to let them fix the date. I spoke of our anxiety to arrange for a time which would permit our members to travel on the week-ends, and that will be considered.

Miss Rogers is busy this morning so I cannot talk with her about our plans, but will do so within the next day or two and let you know what she thinks. I suppose she will act as chairman of the local committee on arrangements which will be appointed very soon. I will let you know about this as soon as possible. Meantime, probably it will be best for me to act as your local correspondent for a little while yet.

We wish to have some idea as to whether to plan for a two or a three day meeting, whether this joint meeting meets with your approval, and of course what if anything has been planned by the program committee.

Springfield has two first class hotels within three blocks of the Capitol grounds so it will be convenient. The Centennial Building which is connected with the Archives Building with a tunnel has an auditorium seating about 800. We can take care of meetings of about 100 in the Archives Building itself by clearing one of the office floors, which can easily be one. There is also a committee room seating about 25 connected to the suite of offices of the Superintendent of Archives.

The hotels can also furnish us meeting rooms, but I thought it might be desirable at our early meetings to have some sort of laboratory facilities, so to speak. We can make wither arrangement thought desirable by the program committee.

There will be a publishers' exhibit held in connection with the Illinois Library Association. At the recent I.L.A. meeting there was also a small microphotography exhibit and demonstration. It would be very easy to extend both of these exhibits to cover our particular interests. We also have an exhibit room of our own. Several manufactures have asked about bringing photographic material exhibits. Are you going to have a committee to arrange for such things, or do you wish us to do something about it, and if so, what?

I quite agree with Prof. Pease that it would be desirable to carry out the original plans for publishing the Proceedings separately from the Journal for this year. For future years, probably finances will not permit.

Yes, I expect to attend the Philadelphia meeting unless we should be moving into the new building by then, which now seems unlikely.

Sincerely,

November 15, 1937

Dr. Phillip C. Brooks, Secretary
Society of American Archivists
Box 1425
Washington, D.C.

Dear Dr. Brooks:

Mr. Gilbert Knipmeyer, the new State Archivist of Missouri, was here last week, and expressed an interest in joining the Society of American Archivists. He has had both graduate history training and library experience and seems to fall under our requirements for competence. I would suggest your getting in touch with him. His address is Room 903, Buder Building, 7th and Market St. St. Louis, Missouri. He has moved his records to St. Louis where he has a W.P.A. project, which explains why he is not at Jefferson City.

Sincerely,

THE SOCIETY OF AMERICAN ARCHIVISTS

A. R. Newsome, President
University of North Carolina
Chapel Hill

Philip C. Brooks, Secretary
Box 1425, Washington, D. C.

November 26,1937

Miss Margaret C. Norton,
Illinois State Library,
Springfield.

Dear Miss Norton,

Thank you very much for your letter of November 8 regarding the second annual meeting, and that of November 15 regarding Mr. Knipmeyer. I am sending a circular letter to prospective members shortly in connection with the inauguration of our publications, and shall include him.

I have delayed answering your first letter until after the trip I took last week to Durham and Chapel Hill for the Southern Historical Association meeting, at which I talked with Dr. Newsome. We both appreciate your zeal, and were interested in your suggestions. I gather that Dr. Newsome would like to have you serve as chairman of the committee on local arrangements, since you are known to all our members, though if you would prefer to have Miss Rogers hold that title for both our meeting and that of the I.L.A., that would no doubt be satisfactory.

We discussed the program very generally, and were fortunate enough to get Mr. Herbert A. Kellar, who was also there, to accept the chairmanship of the program committee. I gave him a copy of your letter (which I hope you won't mind) so that he would know what you had in mind. He is going to study our membership for desirable members for his committee, and said that he would write to you before long.

We did not go thoroughly into the possibilities for length of meeting and its size. I suppose, however, that we may not have quite as many present as we would near Washington (which holds a fifth of our membership), and that it would be best to plan not more than a two-day session. That is no more than an opinion, which must defer to the plans of you and Mr. Kellar. I don't know that any particular part of October is better than any other. Those who are in colleges would perhaps not want the first part, as they would be in the midst of opening activities. Since the Southern Historical Association meets the third week in November, I suppose it is not practicable to consider allowing those from the Southeast to take in our meeting and theirs, in New Orleans, in one trip. The overlapping membership is not great. Your suggestion of allowing a weekend for travel is of course fine.

I should think the exhibits would come within the scope of the local arrangements committee, though you might get assistance

in that regard from Messrs. Tate, Binkley, and Kimberly of our committee on mechanical techniques and equipment. Dr. Tate is in close contact with the photographic companies. If we get advertisers for our quarterly journal some of them may want to have exhibits. A paper company in Springfield, Mass., which made some special paper for the Clements Library, has approached me about making its products known to our members, and I think Dr. Robertson is going to get some of their mounting paper. They offered to send samples to all our members, and I imagine such organizations would like to exhibit their wares.

I like the suggestion of holding meetings in the Archives building instead of in hotels in part at least, and think it would provide an interesting atmosphere.

Prof. Pease I believe expects to at Philadelphia, and will attend the council meeting there. I shall let you know when it will occur after I know more of the Historical Association's program. I am now trying to confirm the apparent change of our luncheon conference from Dec.30 at noon at Dec.29, the opening day of the meeting. You will hear of that in due time also.

There are no doubt advantages to both organizations in having the I.L.A. meeting about the same time as ours, as you suggested here last summer. The plan of having separate meetings for the two, with an overlapping day, seems quite desirable.

Dr. Newsome would be glad to have your suggestions on the remaining composition of the local arrangements committee. If I can be of assistance in your plans, please let me know.

Very sincerely

Philip C Brooks

November 30, 1937

Dr. Philip C. Brooks, Secretary
Society of American Archivists
Box 1425
Washington, D.C.

Dear Dr. Brooks:

I have delayed so long in answering your last letter because I had expected to have something more tangible to write to you concerning the next meeting of the Society. I expect to see Mr. Hughes, Secretary of State and State Librarian, within the next few days and to discuss the matter more fully with him at that time.

Secretary Hughes will serve as chairman of the local committee, and while we have tentatively picked out the committee, we are awaiting his approval. As you suggest, it will probably be best to route the correspondence through me during the early stages.

We are also checking with the President of the Illinois Library Association and the Chamber of Commerce on the best dates. October is a rather busy month here for conventions, and we have one very large convention always - the Odd Fellows' - which we will want to route around. The Illinois Library Association would like to meet the latter part of whatever week we choose, and we think it might be nice if our meeting were to come Monday and continue through Wednesday, Wednesday being a sort of joint day on which dedicatory exercises could be held.

It has been suggested that we plan to take the group to New Salem one day, perhaps having lunch there, although this latter is not so practicable because we shall have to make it a paid bus trip and the buses charge by the hour. Aside from that, which is just a suggestion, I have no suggestions for the committee on program. If we do have a dedication, I suppose that will be planned by the Secretary of State. I am sure he will want Dr. Connor and Dr. Kenney on that program, also of course some of the state officials. I will try to find out his ideas on that subject as soon as possible.

The subject of exhibits can probably be left until somewhat later. The State Library is contemplating some sort of rare book exhibit and of course we want an Illinois archives exhibit. Those can probably go into our first floor exhibit room. We have a splendid exhibit space, with adequate lighting and electric outlets on the second floor which can be used for microphotography.

There will be public guided tours of the building at this time, but I think it might be desirable for a special time to be set aside for a special tour for archivists, who can be taken into parts of the building to which we may not admit others.

Whether we shall be able to hold some of our meetings at the Archives Building which would be desirable, will depend somewhat upon conditions after we get moved.

Dr. Kellar can plan his program and later on we can fit it into local conditions so far as the presentation of the program is concerned. We will do our best to cooperate with him in every way.

Sincerely,

December 11, 1937

Dr. Philip Brooks, Secretary
Society of American Archivists
Box 1425
Washington, D.C.

Dear Dr. Brooks:

Mr. S. Ambrose Wetherby has recently been appointed my cataloger with the title of Document Archivist. He wishes me to propose his name for membership in the Society of American Archivists.

Mr. Wetherby is a graduate of Northwestern and of the University of Illinois Library School and has had about eleven years of experience as a cataloger, the last four of which have been at the Illinois State Historical Library. He intends to make archives his profession. I recommend him as qualified for membership in our organization.

Sincerely,

ILLINOIS STATE LIBRARY

Superintendent.

SOCIETY OF AMERICAN ARCHIVISTS.

June 7, 1937

To Members of the Committee on
Cataloging and Classification:

This committee will hold a conference at some time to be decided on later during the meeting of the Society of American Archivists at Washington June 18 and 19. I hope that all the members will present me with an outline of their ideas as to how we should proceed with our work for the ensuing year.

The Secretary of the Society has called upon me for a written statement as to our plans for the next year. Unfortunately my time has been taken up the past month almost exclusively with work in connection with our new Illinois Archives Building and I have been out of the city most of the time for several weeks. I therefore have not yet had time to draw up and submit to you a program in detail. I am therefore making the enclosed report without having time to get your approval upon it. This represents my own views and I hope the committee will feel free to throw it out in whole or in part when we meet at Washington.

Many thanks for the fine cooperative letters I have had from all of you in the past months.

Sincerely yours,

Committee on Cataloging and Classification.
First Annual Report to the
Society of American Archivists.

Your Committee on Cataloging and Classification expects to outline its program for the ensuing year at a conference to be held during this convention. The following proposals, therefore, represent the views of the chairman only and are subject to alteration by the committee.

There is a demand for codes for archival catalogers and classifiers analagous to similar codes for librarians. Your committee, however, feel that at present no American archivists have sufficient experience in these fields to make such compilations of rules practicable at this time. Probably a code for catalogers will come in a few years. With certain phases of the work, such as calendaring, indexing, the cataloging of maps and broadsides, we ought to be able to do something almost immediately. It is probable that no code for classifier comparable to the D.C. or L.C. systems can ever be devised because each set of records is unique and presents its own classification problems. There is a need for something more specific than to say that archives should be classified with respect des fonds.

At least two universities are proposing to open training courses for archivists in the not too distant future. It is likely that your committee can be most useful in compiling during the coming year, a syllabus for instruction in cataloging and classification. It will be the purpose of this syllabus not so much to compile rules as to present to the student the problems he will meet, to show him something about how to think out solutions so that he can compile his own rules.

This syllabus will be divided into three parts. The first section will deal with the classification of archives, including call numbers, labels, and shelving problems. The second section will discuss archival cataloging, including inventories and shelf lists. The third section will take up the cataloging of manuscripts ~~XXXXXXXXX~~ ~~XXXXXXX~~ as distinguished from archives, and will include catalogs, calendars and indexes, also the cataloging of broadsides, films, maps, etc. Each section will open with a philosophical essay on the subject. In other words, we expect this first year merely to devise the skeleton on which can later be hung the code of rules. The experience of other archivists and especially that of the Historical and Federal ~~XXXXX~~ Records Surveys will be needed to make this syllabus useful. We hope that any member of the Society will free free to make suggestions and criticisms to show us what is needed.

Margaret C. Norton, Chairman
for the Committee:
Roscoe R. Hill
John Russell
R.B.Haselden

INDIANA STATE LIBRARY
C. B. COLEMAN, *Director*
Telephone: Lincoln 1321
INDIANAPOLIS

EDWARD A. CHAPMAN
Assistant Director

NOVEMBER
18, 1937

Miss Margaret C. Norton,
Superintendent Archives Division
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

It has been a good long time since we have last met. I had hoped that I would be able to attend the New York conference but found it impossible at the last moment. Between summer school work and the library, little time was left for extracurricular activities.

Mr. Nation, whom you met with me some time ago, is now making application for a position in the National Archives. He discussed references with me and I felt that you would not be averse to his using your name as one who knows something of his ability. Would this be asking too much of you? I know the only contact you have had with him was during the few days that we visited you. However, I think you may have formed some idea of his capacity for thought and analysis. He has constantly surprised me by arriving independently at certain concepts which you and other known archivists have published since our visit. For example, before there was any inkling that microfilm might be used to conserve space in archival collections, Mr. Nation had gone thoroughly into the practicability of the procedure. He has, in less than a year, constructed an invaluable name index to names appearing before 1850. At present this catalog contains about 300,000 cards. I tell you these things so that your original estimate of him may be strengthened. I sincerely believe that he will be invaluable in the future work with archives. The difficulty here is that he cannot be paid anywhere near a rate commensurate with his value to us. Since he is married the question of adequate income is a very real problem.

Trusting that you will find yourself able to say a word in his behalf if you are asked, I am

Sincerely yours,

E A Chapman

Edward A. Chapman,
Assistant Director

EAC:LPW

November 22, 1937

Mr. Edward A. Chapman
Assistant Director
Indiana State Library
Indianapolis, Indiana.

Dear Mr. Chapman:

I will be very glad to have Mr. Nations use my name as a reference in his application for a position in the National Archives, and when the proper time comes, to write a letter to Dr. Connor on his behalf. He did impress me most favorably, and I am sorry that you are unable to keep him.

We did miss you at A.L.A. It seems as though there were no time in the year that would be convenient for all of us. I hope you will not wait until A.L.A. next year to see me, but will come to Springfield before long to see our new building. We are not in it yet, but I hope to start moving very soon now - perhaps within ten days.

Please remember me to Mr. Coleman, Esther Mc Nitt and other old friends in the library.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

November 15, 1937

Dr. Christopher B. Coleman, Director
Indiana State Library
Indianapolis, Indiana.

Dear Dr. Coleman:

Professor Pease, editor of the AMERICAN ARCHIVIST, the new journal of the Society of American Archivists, has asked me to act as news reporter for the Old Northwest Territory. I would therefore appreciate receiving from you from time to time notices of such matters as new appointments, changes of personnel, new departures or accessions in state, local and public archives, etc.

We now hope to move into our new building before Christmas. I hope you will let me show you through it the next time you visit the Morrisons.

Sincerely,

STATE OF INDIANA

DEPARTMENT OF EDUCATION

Historical Bureau

STATE LIBRARY AND HISTORICAL BUILDING

140 N. SENATE AVENUE, INDIANAPOLIS

TELEPHONE: LINCOLN 1321

CHRISTOPHER B. COLEMAN, DIRECTOR

November 23,1937

Miss Margaret C.Norton,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

Mrs. Louise Williams has been added to the staff of the Division of Archives, Indiana State Library.

The W.P.A. Project for filing documents in the State Department of Education has been continued; this enables the division to proceed with sorting and filing all documents recently received. Otherwise nothing could be done except sorting documents received.

Under an act passed in 1935 (Acts 1935, pp.1035-37) no documents can be removed from the files in which they originate until three years from date of their origin. Transfer of records to the Archives and destruction of records can be effected only by authorization of the Commission of Public Records, consisting of the Governor, the Secretary of State, the State Examiner of the State Board of Accounts, the Director of the State Library, and the Director of the Historical Bureau. Governor M.Clifford Townsend has been elected chairman of this commission.

That, I think, is all of the news I can send now in answer to your letter of November 17. I am glad to know that you expect to get into the new building before Christmas. I hope to go through it with you before long.

With best wishes, I remain,

Very truly yours,

Christopher B. Coleman

Christopher B.Coleman

CBC-G

November 15, 1937

Miss Eleanor J. Conway
Chicago Historical Society
Chicago, Illinois.

Dear Miss Conway:

Professor Theodore C. Pease, editor of the AMERICAN ARCHIVIST, the new Journal of the Society of American Archivists, has requested me to act as news reporter for the Old Northwest Territory. I would therefore appreciate receiving from you from time to time notices of such archival matters as new appointments, changes of personnel, new departures or accessions in state, local and public archives, also notices relating to the Chicago Historical Society.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent.

November 15, 1937

Dr. George N. Fuller, Secretary
Michigan State Historical Commission
Lansing, Michigan.

Dear Dr. Fuller:

Professor Theodore C. Pease, editor of the AMERICAN ARCHIVIST, the new journal of the Society of American Archivists, has requested me to act as new reporter for the Old Northwest Territory. I would therefore appreciate receiving from you from time to time notices of such archival matters as new appointments, changes of personnel, new departures or accessions in state, local and public archives, etc.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent.

THE SOCIETY OF AMERICAN ARCHIVISTS

A. R. Newsome, President
University of North Carolina
Chapel Hill

1437

Philip C. Brooks, Secretary
Box 1425, Washington, D. C.

Miss Margaret C. Norton, Superintendent
Archives Division, Illinois State Library
Springfield, Illinois

My dear Miss Norton:

Mr. Brooks has written you intimating that I need your advice in building up my Committee, that on Public Relations. It seemed to me, and Mr. Newsome has assented, that besides the archivists, we should have in our councils one who represents a government and the public in directing archives policy. Such a man or woman could advise on the practicability of our plans from an administrative standpoint, and also from a public standpoint.

Since you are among the few fortunate archival establishments with outstanding plant and program, and are located in a very important State, I wonder if one of the public officials who helped to bring about this result is not the person I seek for the Committee. Do you have a board or a commission and can you suggest a member of this body for the Committee? I do not wish a man who is engaged in historical or similar professional studies, but one who is active in the everyday affairs of this world. However, I should naturally desire a person with appreciation of the meaning of history, - no antiquarian. He should have a cultural background, and at the same time a zest and enthusiasm for life. He should know how to translate cultural values for the rank and file.

Perhaps the above picture is too idealistic, but it gives an impression of our ideas. If you can suggest such a person, man or woman, please let me know, and I shall transmit the name to Mr. Newsome for approval. I shall be grateful for your help and suggestions. Some day I hope to see your establishment.

Sincerely yours,

Curtis W. Garrison

Curtis W. Garrison
Chairman, Committee on Public Relations

2021 Kelly Street
Harrisburg, Pennsylvania

May 18, 1937

Dr. Curtis W. Garrison
2031 Holly Street
Harrisburg, Pennsylvania.

Dear Dr. Garrison:

We have somewhat of an embarassment of riches of persons to recommend to you for the Committee on Public Relations in that both Governor Henry Horner and Secretary of State Edward J. Hughes are very much interested in the promotion of archives, and active therein. Secretary Hughes as ex officio State Librarian is a member of the Society of American Archivists since the Archives Division of the State Library holds institutional membership. His first act when he took office as Secretary of State four years ago was to have a survey made of all records, current and non-current, in his office, and he sponsored the Archives Building in such a way that no hearings were held on the bill making the appropriations, yet only one vote was cast against it in either house, and that was a vote from a chronic No-man - a Democrat, by the way. He is interested in archives and is a thorough business man as well as politician.

Governor Horner was for over twenty years Probate Judge of Cook County (Chicago) and is thus thoroughly conversant with the necessity for good care of records, having himself instituted some practices still known and copied in other states. He is also a Lincoln enthusiast, and has one of the largest and most complete Lincolniana libraries in existence. I met him at state historical and Abrahamahincoln Association meetings years before I dreamed he would ever be governor. He would be a strong member of your public relations committee.

If you wanted to take a man with no political connection, there would be the Hon. Logan Hay, a prominent attorney of Springfield, president of the Abraham Lincoln Association, a cousin of the late John Hay, a leader in the State Bar and a man who has been described as having the best historical mind in a non-professional historian. I do not know whether he would be able to serve on your committee, but he would have a contribution to make.

I could name a number of others, but one of these three would I believe be the strongest Illinois man you could get.

Sincerely,

2031 Holly street
Harrisburg, Penna.
May 24, 1937

Miss Margaret C. Norton, Superintendent
Archives Division
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Thank you for your most valuable suggestions as to a member of the Committee on Public Relations.

Since it is near the first meeting of our Society and Mr. Brooks is quite busy, I think I shall defer further action on its membership until later. I would like to talk with you about it at the meeting on the 18th. You have given me just what I wanted.

Sincerely,
Curtis W. Garrison

UNIVERSITY OF WASHINGTON
DEPARTMENT OF HISTORY
SEATTLE

November 2, 1937

Miss Margaret C. Norton, Superintendent of Archives
Archives Division, Illinois State Library
Room 209 Centennial Building
Springfield, Illinois

My Dear Miss Norton:

I am gathering data for a report to be read at an archives session of the West Coast Branch of the American Historical Association in December, in which I wish to note the progress that has been made by individual state governments in the creation and administration of Halls of Records or other State Archives establishments. It is hoped that increased interest in archival problems may be aroused which will be beneficial both to scholars and to custodians of public records on the west coast. I may say that in the State of Washington we are making a particular study of recent developments in archival economy.

I shall greatly appreciate the courtesy if you will advise me of the achievements that your state has made in providing for the care of records, and what plans you have for the future. For your convenience I am enclosing a questionnaire. If you prefer to reply by letter, or by sending copies of printed reports or laws, please feel entirely free to do so. I shall be more than grateful for your cooperation and aid in the gathering of this information.

Yours very truly,

Charles M. Gates

November 8, 1937

Dr. Charles M. Gates
Department of History
University of Washington
Seattle, Washington.

Dear Dr. Gates:

Your questionnaire on what the various states are doing in relation to archives is very interesting, and I wish I could hear your paper.

In addition to my rather sketchy reply to the questionnaire it might be helpful to you if I were to tell you in a little more detail about our plans for the Illinois Archives.

The Illinois State Library of which the Archives Division forms a part, is now undergoing a complete reorganization, hence it is somewhat difficult to say just what our financial status will be and just what our personnel will be when we finally settle down.

Our new building ought to be finished now, but you know how such things go. This is the third building to be finished in the United States devoted exclusively to the housing of records. Many years of practical experience and three years of intensive study have gone into it, and we are very proud of it all. The revolutionary part of the design isthe provision for a systematic preservation of all records belonging to state government. The current records will stay in departmental vaults; the semi-current records, subject to certain restrictions, into departmental vaults; the non-current records will go into a separate series of vaults. I am enclosing a reprint of a paper I have read on several occasions and this will give you a clearer picture of o r plans than I can write here.

Repeated efforts to work up sentiment for the transfer of local archives to the State have met with so much local patriotism (?) that there seems little chance of our doing much with such records. We are therefore proposing to copy on micro-film all county records antedating the civil war and some records of a later period, starting with the twenty oldest counties. We have the records of one county copied now but have no funds right now for the work, though we hope to start it in earnest this biennium.

At present we are giving serious consideration to the organization of courses in archival technique, probably to be given in cooperation with the University of Illinois. Our plans are still a bit nebulous, but I think something will be started within a year or so.

Sincerely,

HENRY E. HUNTINGTON LIBRARY AND ART GALLERY
SAN MARINO, CALIFORNIA

REGINALD BERTI HASELDEN
CURATOR OF MANUSCRIPTS

April 9th, 1937.

Miss Margaret C.Norton,
Archives Division,
Illinois State Library,
Springfield,Illinois.

My dear Miss Norton:

I hope by this time you have got a copy of my book and that it will be of some help to you.

One great trouble with people who work with manuscripts is that they do not define their terms. One example is the use of the word document, especially when it is opposed to the word letter. For instance: A.D.S. and A.L.S. Again, what is exactly meant by cataloguing and indexing? I call cataloguing a complete description of the manuscript and its contents, such as M.R.James does with illuminated manuscripts.

I agree with you about calendaring. The first thing to be done is to get the archives in some sort of order, then make accession cards, index of persons, chronological file, and subject index, if you make one. The calendaring should come last of all. Any scholar who uses a calendar and not the actual manuscripts themselves runs a very grave risk of making a complete idiot of himself. If it is impossible for him to see the manuscripts himself he should at least get an expert to examine them for him. Time after time I have completely overturned work of first class scholars who have used photostat reproductions without consulting the actual manuscript.

I heartily agree with you about the awful confusion of many card catalogues. I believe in keeping files separate even if you do have to look in two or three places.

I think the cataloguing of manuscripts can be divided into two distinct techniques: (1) the technique of physical examination, authentication, dating and so on and (2) the physical arrangement, cataloguing, indexing,etc. The first technique is very little known and has not been carried out scientifically, so numerous mistakes occur. Of course, we all makes mistakes, even in the Department of Manuscripts of this institution. I think you would be surprised if I could show you the errors that occur, not only in cataloguing, but also in reference books, with regard to the authentication of handwriting, but I must not worry you with all this. I thought of writing a book sometime, confining myself to the first technique mentioned above. Do you think such a book would be of sufficient interest to warrant the work entailed? By the way,

Miss Margaret C.Norton April 9th, 1937.

Jenkinson has revised his book on archives and the edition coming out, I believe, is absolutely up-to-date. I would strongly recommend you to get it:

A Manual of Archive Administration

By Hilary Jenkinson

Percy Lund, Humphries & Co.Ltd.,
London,England.

I was very interested to hear about your new archives building and should have liked to attend the opening,but I have been so very busy that since my arrival in California from England 14 years ago I have never left the state.

Yours very sincerely,

R. B Hustlden.

RBH:EP.

April 17, 1937

Dr. A.B. Haselden
Curator of Manuscripts
Henry E. Huntington Library
and Art Gallery
San Marino, California.

My dear Dr. Haselden:

By writing directly to the secretary of the Bibliographical Society as you suggested I finally procured a copy of your book. It is certainly valuable and particularly clear in its exposition and non technical in its language so that even I who am notorious for lack of scientific comprehension can understand it.

You ask me if I think it would be worth while for you to write more on the technique of physical examination, authentication, dating and so on. I most certainly do - not from a commercial point of view, but you wouldn't be in this work if that were your point of view. But we do greatly need that sort of information. One of the worries about teaching our course in archives is who can give such a course and make it practical. There is probably a sufficient literature on the subject of older manuscripts, but most of our American archivists rarely see manuscripts dating much before the nineteenth century. I think it would be worth while to have a text book which would touch lightly on some of the problems of earlier papers, inks, styles of handwriting, binding, etc., but deal more specifically with this later period. I can date an Illinois manuscript pretty accurately from those things, but that is simply empirical knowledge and I would be hard put to it to explain how I know it. It would certainly be worth while to discuss some of those things in great detail. You touch upon this subject in you book - you describe some of the technique from a physical science aspect, but I would like to see you go on with more concrete examples. It is probable that the Society of American Archivists would publish anything you write upon the subject. I am sure there would be a demand for such a book. I was amazed at the requests from all over the world for my little pamphlet on cataloging archives - a hastily thrown together affair written for the National Archives primarily. I am sure your could easily dispose of an edition of 1000 copies.

I am writing for a copy of the new edition of Jenkinson. I had just heard that one was to be issued but had not had the note as to publisher. Thank you for it.

We expect to move into our new Archives Building some time this

summer. By the time we are ready for the dedication perhaps we can lure you away from California to visit us. I am sure that I speak for my fellow archivists in saying that we need to see and talk with you. There is a very fine fellowship between us in this country and I hope you will jointour Society of American Archivists and attend our conferences.

Sincerely,

May 5, 1937

Dr. R.B.Haselden
Curator of Manuscripts
Henry E. Huntington Library
and Art Gallery
San Marino, California.

Dear Mr. Haselden:

Since writing you last I have been notified that I have been appointed chairman of the Committee on Cataloging and Classification of the Society of American Archivists. I would very much like to have you join the committee as the representative of that group of our members who are not archivists but curators of manuscripts. I have asked Dr. Roscoe R. Hill and Mr. John Russell of the National Archives to prepare reports on classification and cataloging, respectively, as relates to archival practice, and I should like to have you report on calendars, indexes, etc. It occurs to me that this would be an excellent place also for your proposed study of the technique of physical examination, authentication, dating, etc., which is certainly preliminary to classification and cataloging. I think cataloging of maps, broadsides, etc. should be included.

At the first annual meeting of the Society to be held presumably some time next autumn, we are asked only to subject a program for our proposed year's work, so that you will have plenty of time for any writing. It is likely that our first report will be tentative and in mimeographed form, but as soon as we are satisfied with it and it has been approved by the Council, the report will be published by the Society. I certainly hope you can find the time to join us in this gravely needed cooperative work.

I enclose some hasty jottings on some of the problems involved, which do not particularly touch upon your field, but which may give some idea of what I have in mind. All this, except the appointment is very tentative, and I hope you will be able to help formulate our program.

Sincerely,

May 5, 1937

Dr. Roscoe R. Hill, Chief
Classification Department
The National Archives
Washington, D.C.

Dear Mr. Hill:

President Newsome has probably notified you of your appointment to the Committee on Cataloging and Classification of the Society of American Archivists. Other members are myself as chairman, Mr. John Russell and Mr. R.B. Haselden. I do not know why I should have been chosen as chairman except to save the embarassment of choosing between Mr. Russell and you.

At our first annual meeting, whenever and wherever held, we are asked to present a program for our next year's work, but not a report. This is going to be an unusual committee in that the members and not the chairman will be expected to do most of the work. It is obvious that what our committee must do is to draw up some sort of a tentative code for our field. I question whether our first report should be in anything but mimeographed form. I am requesting you to prepare a philosophical essay upon archival classification which would serve as an introduction to that part of the code, and also to draw up such tentative rules and regulations giving explanations of your decisions. Mr. Russell I assume will do likewise. I hope Mr. Haselden will make a contribution to the general subject of manuscript cataloging, perhaps taking over most of the work on calendaring and guides.

I am enclosing some random jottings on the subject of some of the problems which we must take up. There are so many ramifications of our field that it is hard to know where to limit ourselves. For instance, shall we attempt to go into the subject of inventories, guides, etc., which brings us into the field of accessions, but which are often the only cataloging done in an archives establishment?

Any suggestions you can give for making our committee worthwhile will certainly be welcome. I sincerely hope you can serve with us.

We do not expect to get into our new building until about August. An administration bill was introduced yesterday to throw all positions from tip to toe in the Illinois Archives

Division under civil service. If they will make the examinations real archival, rather than library examinations and classify the personnel into clerical and professional, perhaps we shall get somewhere with our work at last. I understand that this bill is sincerely desired by the powers that be.

I hope I can stop off in Washington on my way to or from A.L.A. but do not know yet. If I do we can have a committee meeting to discuss some of our problems.

Sincerely,

November 15, 1937

Mr. William Jabine
4616 Woodward Ave.
Detroit, Michigan.

Dear Mr. Jabine:

Professor Theodore C. Pease, editor of the AMERICAN ARCHIVIST, the new journal of the Society of American Archivists, has requested me to act as news reporter for the Old Northwest Territory. I would therefore appreciate receiving from you from time to time notices of such archival matters as new appointments, changes of personnel, new departures or accessions in state, local and public archives, etc.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent.

November 15, 1937

Mr. Samuel J. Kagan
~~2152 N.~~ Meridian St.
Indianapolis. Indiana.

Dear Mr. Kagan:

Professor Pease, editor of the AMERICAN ARCHIVIST, the new journal of the Society of American Archivists, has requested me to act as news reporter for the Old Northwest Territory. I would therefore appreciate receiving from you from time to time notices of such archival matters as new appointments, changes of personnel, new departures or accessions in state, local and public archives, etc.

I have been hearing some very fine things from Washington about your progress on the Indiana Survey, and congratulate you upon your success. Do come over to Springfield some time and see our new building. We expect to start moving in just a few weeks now.

Sincerely,

November 15, 1937

Dr. Herbert A. Kellar
McCormick Historical Society
469 Rush St.
Chicago, Illinois.

Dear Herbert:

Professor Pease, editor of the AMERICAN ARCHIVIST, the new journal of the Society of American Archivists, has requested me to act as news reporter for the Old Northwest Territory. I would therefore appreciate receiving from you from time to time notices of such archival matters as new appointments, changes of personnel, new departures or accessions in state, local and public archives, etc.

We hope to start moving into the new Archives Building in two or three weeks so I do not know when I shall be getting to Chicago again. I can hardly wait to meet the new daughter.

Sincerely,

November 15, 1937

Dr. Harlow Lindley
~~Ohio Genealogical~~ & Historical Society
Columbus, Ohio.

Dear Dr. Lindley:

Professor Pease, editor of the AMERICAN ARCHIVIST, the new journal of the Society of American Archivists, has asked me to act as news reporter for the Old Northwest Territory. I would therefore appreciate receiving from you from time to time notices of such archival matters as new appointments, changes of personnel, new departures or accessions in state, local and public archives, etc.

We now hope to get into our new Archives Building before Christmas, and are looking forward to having our friends call on us as soon as possible.

Sincerely,

The Ohio State Archaeological
and Historical Society

ARTHUR C JOHNSON, PRESIDENT
HENRY C SHETRONE, DIRECTOR



HARLOW LINDLEY, SECRETARY
OSCAR F MILLER, TREASURER

OHIO STATE MUSEUM
COLUMBUS, OHIO

November 17, 1937.

Miss Margaret C. Norton, Archivist,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

In reply to your note of November 15th, I can give you one personal item. Dr. William D. Overman, who has been Curator of History in the Ohio State Museum and Archivist in our Library for three years, has resigned to accept a position with the Firestone Company at Akron, Ohio. They are planning certain historical and museum developments in connection with the rubber industry. Dr. Overman's place has been filled for the present by the appointment of Mr. John O. Marsh as Acting Curator of History and Archives.

We are still proceeding with the organization of these papers, with the help of some picked W.P.A. and N.Y.A. persons. When I came here you had to argue the point with state officials in most cases and make more or less a plea for material. Now it is being offered to us more rapidly than we can care for it.

I suppose you will be at the Annual Meeting of the American Historical Association. I believe the historians and political scientists are to meet together this year. I shall hope to see you there.

Miss McNitt was over about a month ago, being on the program of the Ohio Library Association. It was the first visit she had made here.

I hope you can arrange to stop off some time when you are passing thru this region.

With kindest regards and all good wishes,

Very sincerely,

Harlow Lindley

Harlow Lindley,
Secretary, Editor and Librarian.

HL:CC.

November 22, 1937

Dr. Harlow Lindley
Ohio State Archaeological and
Historical Society
Columbus, Ohio.

Dear Dr. Lindley:

Thank you for your prompt reply to my letter requesting news items. I am sorry for your sake that you have left Dr. Overman, but glad that he has made such an interesting connection.

I have a reservation for the hotel for the American Historical Association, but may not be able to get away at the last minute for we may be in the midst of moving. I have not missed a meeting since 1920 and do not want to break my record, so I will probably manage to get there somehow.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

November 15, 1937

Rev. Thomas T. Mc Avoy, C.S.C.
Notre Dame University
Notre Dame, Indiana.

Dear Father Mc Avoy:

Professor Pease, editor of the AMERICAN ARCHIVIST, the new journal of the Society of American Archivists, has requested me to act as news reporter for the Old Northwest Territory. I would therefore appreciate receiving from you from time to time notices of such archival matters as new appointments, changes in personnel, new departures or accessions in state, local, church and public archives, etc.

Please remember me to my old school mate Paul Burns when you see him.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

November 15, 1937

Mr. Douglas C. Mc Murtrie
~~2000 Lewis St.~~
Chicago, Illinois.

Dear Mr. Mc Murtrie:

Professor Pease, editor of the AMERICAN ARCHIVIST, the new journal of the Society of American Archivists, has requested me to act as news reporter for the Old Northwest Territory. I would therefore appreciate receiving from you from time to time notices of such archival matters as new appointments, changes of personnel, new departures or accessions in state, local and public archives, etc. I think our members would be interested in news relating to your Imprint project as relates to archives.

I am enjoying "The Book" so much. I expect it will be required reading for our archives students and maybe for my own staff as well.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent.

DOUGLAS C. McMURTRIE
950 MICHIGAN AVENUE
EVANSTON, ILLINOIS, U. S. A.

November 18, 1937

Miss Margaret C. Norton
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I will try to dictate for you in the near future a news note on the present of the American Imprints Inventory, and will send it along to you.

Naturally I am gratified to learn that you find "The Book" of some interest, and that you expect to make it required reading for your archives students. I believe you will find the statements in it reasonably accurate.

With kindest personal regards, I am,

Very sincerely,

Douglas C. McMurtrie

DCMcM:CK

THE UNIVERSITY OF NORTH CAROLINA
CHAPEL HILL

DEPARTMENT OF HISTORY

April 22, 1937

Miss Margaret C. Norton,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

I am glad that you are willing to head up the committee on cataloguing and classification. This insures an able committee. No one else is quite so intelligently conversant with the problems.

It begins to appear that if we are to have our first annual meeting this year, we must have it without waiting for the dedication of the National Archives. I am glad your own building is nearing completion and I hope that our Society will some time have the honor of you as the hostess.

Our Commission in this state seems assured of space in the new state building. The arrangement will undoubtedly delay getting a real archives building, but the enlarged quarters will enable the Commission to grow.

Regards and good wishes.

Sincerely yours,

A. R. Newsome, Head
Department of History

ARN/h

November 15, 1937

Miss Grace L. Nute
Minnesota Historical Society
St. Paul, Minneapolis.

Dear Miss Nute:

Professor Pease, editor of the AMERICAN ARCHIVIST, the new journal of the Society of American Archivists, has requested me to act as news reporter for the Old Northwest Territory. I would therefore appreciate receiving from you from time to time notices of such archival matters as new appointments, changes of personnel, new departures or accessions in state, local and public archives, etc.

We hope to move into our new Archives Building before Christmas and are looking forward to showing our friends around whenever they come to Springfield.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

ILLINOIS HISTORICAL COLLECTIONS

PUBLISHED BY

THE ILLINOIS STATE HISTORICAL LIBRARY
LOCATED AT SPRINGFIELD

THEODORE C. PEASE, EDITOR
426 LINCOLN HALL, URBANA, ILLINOIS

October 29, 1937

Miss Nargaret C. Norton,
State Archivist,
Centennial Building,
Springfield, Illinois.

Dear Miss Norton:

We are now putting the finishing touches to the proceedings of the Society of American Archivists at its first meeting, and we are engaged, of course, in checking all quotations. We are unable to find the manual of the WPA County Research Project which you quote in your paper, and we wonder, therefore, if you can lend us a copy.

All my spare time for the past month has been spent in an earnest attempt to get the proceedings of the Society underway. As soon as I can get a little ahead on them, I shall want to take up again the whole question of archive instruction and see if we can push it to a conclusion.

Sincerely,

Theodore C. Pease

Theodore C. Pease.

TCP:ME

October 30, 1937

Dr. Theodore C. Pease
Illinois Historical Collections
426 Lincoln Hall
University of Illinois
Urbana, Illinois.

Dear Dr. Pease:

Your request for a copy of the manual of the WPA County Research Project comes just as I am leaving my office for a week. This project was sponsored jointly by the State Tax Commission and the University of Illinois Agricultural Experiment Station. As my copy is at home and the Tax Commission is now closed for the week-end, I cannot send you a copy. Perhaps you can find someone at the Experiment Station who can send you one, or you can write to Mr. Hans Sweet, Chief Clerk of the Tax Commission at Springfield. This was not really a manual with a quotable title. As I remember it, it was just some unbound mimeograph sheets issued a few sheets at at time.

What has become of the Archives course?

Sincerely,

ILLINOIS HISTORICAL COLLECTIONS

PUBLISHED BY

THE ILLINOIS STATE HISTORICAL LIBRARY
LOCATED AT SPRINGFIELD

THEODORE C. PEASE, EDITOR
426 LINCOLN HALL, URBANA, ILLINOIS

October 30, 1937

Miss Margaret C. Norton,
State Archivist,
Centennial Building,
Springfield, Illinois.

Dear Miss Norton:

As I wrote you yesterday, my main attention is now being devoted to getting the publications of the Society of American Archivists under way. One section of the AMERICAN ARCHVIST will be devoted to news notes from the various sections, covering, of course, such matters as new appointments, changes of personnel, new departures or accessions in state, local and public archives, etc. I wonder if I can ask you to supply such notes for the states of the old Northwest.

Hoping for a favorable reply, I remain,

Sincerely yours,

Theodore C. Pease

Theodore C. Pease.

TCP:ME

November 15, 1937

Dr. Theodore C. Pease
436 ~~Lincoln~~ Hall
University of Illinois
Urbana, Illinois.

Dear Dr. Pease:

I will be glad to try to get news notes for the American Archivist from the old Northwest. Does this include news of the progress of the Historical Records Survey work?

Here are two or three items off hand:

Mr. Gilbert Knipmeyer has been appointed State Archivist of Missouri under Secretary of State Dwight H. Brown. He has moved the records to St. Louis where he his arranging and repairing them with W.P.A. assistance.

Mr. Howard Colgan of Springfield, Illinois, has succeeded Mr. Alston G. Field of Evanston as State Director for the Illinois Historical Records Survey.

I have a 3 X 4 in. cut of the new Illinois Archives Building which I could loan you if you wished to run a picture in the magazine. This is my own cut and I may have to use it again within the next two weeks, but could let you have it after that if you wish it.

The Illinois Archives hopes to get in its new building before Christmas. I shall have one or two new professional appointments to announce in a few weeks, so will not give you a news story on that yet. When is the deadline? How much do you wish about the Archives Building and when?

Sincerely,

ILLINOIS HISTORICAL COLLECTIONS

PUBLISHED BY

THE ILLINOIS STATE HISTORICAL LIBRARY
LOCATED AT SPRINGFIELD

THEODORE C. PEASE, EDITOR
426 LINCOLN HALL, URBANA, ILLINOIS

November 17, 1937

Miss Margaret C. Norton,
State Archivist,
Centennial Building,
Springfield, Illinois.

Dear Miss Norton:

Thank you very much for your letter of November 15th with its welcome promise of assistance. For the time being, I think we might include notes of progress on the Historical Records Survey.

The date line on notes for the January issue will be December 10th.

It seems to me that the new archive building ought to be good for a review article of at least ten pages, which I think we might plan to run in the April number. Will you prepare such an article for us?

For the present, I am not planning on using any illustrations except zinc cuts in the American Archivist. Doing so would inevitably run us up into greater expense than we can afford at present.

With renewed thanks, believe me,

Sincerely yours,

Theodore C. Pease

TCP:ME

Theodore C. Pease.

November 22, 1937

Prof. Theodore C. Pease
426 Lincoln Hall
University of Illinois
Urbana, Illinois.

Dear Dr. Pease:

Here is another news item for the AMERICAN ARCHIVIST:

"Dr. William D. Overman, who has been Curator of History in the Ohio State Museum and Archivist in our library for three years, has resigned to accept a position with the Firestone Company of Akron, Ohio. They are planning certain historical and museum developments in connection with the rubber industry. Dr. Overman's place has been filled for the present by the appointment of Mr. John O. Marsh as Acting Curator of History and Archives."

--Letter from Dr. Harlow Lindley, dated November 17, 1937.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent.

P.S. Yes, I'll try to do the article for the April number on the Illinois Archives Building.

December 2, 1937

Professor Theodore C. Pease
426 Lincoln Hall
University of Illinois
Urbana, Illinois.

Dear Dr. Pease:

I have the following news items for the AMERICAN ARCHIVIST:

INDIANA STATE LIBRARY:

Mrs. Louise Williams has been added to the staff of the Division of Archives, Indiana State Library.

The WPA Project for filing documents in the State Department of Education has been continued; this enables the division to proceed with sorting and filing all documents recently received. Otherwise nothing could be done except sorting documents received.

Under an act passed in 1935 (Acts 1935, pp.1033-37) no documents can be removed from the files in which they originate until three years from date of their origin. Transfer of records to the Archives and destruction of records can be effected only by the authorization of the Commission of Public Records, consisting of the Governor, the Secretary of State, the State Examiner of the State Board of Accounts, the Director of the State Library, and the Director of the Historical Bureau. Governor M. Clifford Townsend has been elected chairman of this commission.

ILLINOIS STATE LIBRARY:

New appointments to the Archives Division:

Document Archivist and Cataloger, Mr. [redacted] Lees, formerly Cataloger, Illinois State Historical Library.

Photographer, Mr. Marinus Hansen, formerly Photographer, Historical Records Survey, WPA.

Secretary, Mrs. Margaret Nieman.

HISTORICAL RECORDS SURVEY, WPA, Illinois:

Mr. Howard Colgan succeeded Mr. Alston G. Field as State Supervisor, November 1st.

Sincerely,

November 22, 1937

Dr. William D. Overman
Historical Department
Firestone Company
Akron, Ohio.

Dear Mr. Overman:

Mr. Lindley has just written me of your resignation as archivist of the Ohio State Archaeological and Historical Society, and about your new position. It sound very interesting, and this is just a note to wish you success and happiness in this new field of endeavor. I am happy that it will not take you out of the Society of American Archivists.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent.

November 15, 1937

Dr. Milo M. Quaife
Burton Historical Collection
Detroit Public Library
Detroit, Michigan.

Dear Dr. Quaife:

Professor Pease, editor of the AMERICAN ARCHIVIST, the new journal of the Society of American Archivists, has requested me to act as news reporter for the Old Northwest Territory. I would therefore appreciate receiving from you from time to time notices of such archival matters as new appointments, changes of personnel, new departures or accessions in state, local and public archives, etc.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

November 15, 1937

Miss Louise Rau
Detroit Public Library
Detroit, Michigan.

Dear Miss Rau:

Professor Pease, editor of the AMERICAN ARCHIVIST, the new journal of the Society of American Archivists, has requested me to act as news reporter for the Old Northwest Territory. I would therefore appreciate receiving from you from time to time notices of such archival matters as new appointments, changes of personnel, new departures or accessions in state, local abd public archives, etc.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

ILLINOIS STATE LIBRARY
SPRINGFIELD

EDWARD J. HUGHES
SECRETARY OF STATE AND STATE LIBRARIAN
HELENE H. ROGERS
SUPERINTENDENT OF LIBRARY DIVISIONS

DIVISION SUPERINTENDENTS
MARGARET C. NORTON
ARCHIVES
MARGARET K. GILBERT
EXTENSION SERVICE
HARRIET M. SKOGH
GENERAL LIBRARY

15 December 1937.

MEMORANDUM TO DIVISION SUPERINTENDENTS.

Miss Norton:

Will you send word to me if you are planning to attend any of the Midwinter Library Conferences and where such conference is to be held.

If you are not planning to attend any of these library meetings but would like a member of the staff to go in your stead please indicate that member.

Helene Rogers

HHR VD

Superintendent Library Divisions
ILLINOIS STATE LIBRARY.

December 17, 1937

Miss Helena H. Rogers
Superintendent, Library Divisions
Illinois State Library.

Dear Miss Rogers:

Mr. Wetherbee is to spend Christmas in Evanston and wishes to hear Mr. John Russell, chief of the Cataloging Division of the National Archives who speaks at A.L.A. on Tuesday. I have suggested that he stay over for as much of the rest of A.L.A. as he wishes, with the understanding that his expenses will not be paid.

As you know, I wish to attend the American Historical Association meeting at Philadelphia, December 29-31. The Society of American Archivists has a session Wednesday December 29 and the Council, of which I am a member, holds its meeting on Friday. I wish to take my "day off" on Monday and of course will have to leave here by Tuesday.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

May 5, 1937

Mr. John Russell, Chief
Cataloging Division
The National Archives
Washington, D.C.

Dear Mr. Russell:

President Newsome has probably notified you of your appointment to the Committee on Cataloging and Classification of the Society of American Archivists. Other members are Dr. Roscoe Hill and Dr. R.B.Haselden. I do not know why I should have been chosen chairman except to save the embarassment of choosing between Dr. Hill and you.

At our first annual meeting, whenever and wherever held, we are asked to present a program for our next year's work, but not a report. This is going to be an unusual committee in that the members and not the chairman will be expected to do most of the work. It is obvious that what our committee must do is to draw up some sort of a tentative code for our field. I question whether our first report should be in anything but mimeographed form. I am requesting you to prepare a philosophical essay upon archival cataloging which would serve as an introduction to that part of the code, and to follow it with tentative rules and regulations embodying explanations for your choice of methods. Dr. Hill I assume will do likewise. I hope Mr. Haselden will make a contribution to the general subject of manuscript cataloging as distinguished from archival cataloging, perhaps taking over most of the work on calendaring and guides.

I am enclosing some random jottings on some of the problems we must consider. There are so many ramifications of our field that it is hard to know where to limit ourselves. For instance, shall we attempt to go into the subject of inventories and guides, which brings us into the field of accessions, but which are often the only cataloging done in an archives establishment.

Any suggestions you can give for making our committee worthwhile will certainly be welcome. I sincerely hope you can serve with us.

Sincerely yours,

The National Archives
Washington, D. C.

DIVISION OF CATALOGING

May 10, 1937

Miss Margaret C. Norton
Superintendent, Archives Division
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

It will be a great pleasure to serve on the Committee on Cataloging and Classification of the Society of American Archivists. I feel that the chairman has been very wisely chosen and that the Committee will accomplish a great deal of very useful work under her able direction.

The plan which you present for the work of the Committee meets with my hearty approval. At the same time I am somewhat appalled by the tremendous amount of work which is involved in carrying the program to completion. I have for some time had in mind the preparation of an article on the fundamentals of cataloging in general, regardless of the type of material cataloged. Something of that sort might fit into the introduction which you mentioned in your letter. The preparation of the code will require a great deal more knowledge and experience than we at The National Archives now have. It should be prepared chiefly for the use of the state and local institutions, and for that reason we shall need your active assistance from the very start.

One of the items which you list on the last page, that is, a dictionary of terms and approved symbols, seems to me to be of great importance in the beginning of our work. At the same time there is danger of duplicating the work of the Committee on Terminology. We certainly need a dictionary of the terms that are applied to archives and which may be used in making the titles and notes in the catalog. We find that various departments of the Government have used the same terms in different ways, and it presents a real problem when we attempt to describe the material on catalog cards. I wonder if the Committee should suggest

to the Committee on Terminology that one of the primary needs at present is such a dictionary of terms applied to records such as vouchers, warrants, daybooks, etc. In my conversation with people here I gather the impression that few people think of that phase of the problem of terminology as one which the Committee on Terminology should handle. Our Committee may have to tacke that problem too if the Committee on Terminology feels that it is not within its scope.

I shall be very glad to see you here in June and discuss the work of the Committee and the work of the Division of Cataloging with you,

Sincerely yours,

John R. Russell

John R. Russell, Chief
~~Division of Cataloging~~

JRR:gn

May 29, 1937

Mr. John Russell, Chief
Division of Cataloging
The National Archives
Washington, D.C.

Dear Mr. Russell:

You must pardon my delay in answering your gracious letter of acceptance of the place on the Committee on Cataloging and Classification. I am commuting between here and Chicago these days working with the architect on specifications for the equipment for the new building, and my correspondence does pile up on me.

You will be pleased to know that the committee is to have the assistance also of Dr. Haselden of the Huntington Library on the more general phases of manuscript libraries as distinct from archives. He will give us the benefit of his vast knowledge and experience in calendaring, treatment of broadsides, etc. While we are of course primarily interested in archives cataloging and classification, our Society is also supposed to be of use to the manuscript curator as well as to the archivist, and most archivists, state archivists, at least, do have manuscripts of the historical society to look after.

I hope we can hold a committee meeting while I am in Washington. Unfortunately I won't get there until the last minute as business is going to hold me up here until Thursday before. But we can get together some time.

Sincerely,

November 15, 1937

Dr. Joseph Schafer, Superintendent
Wisconsin State Historical Society
Madison, Wisconsin.

Dear Dr. Schafer:

Professor Pease, editor of the AMERICAN ARCHIVIST, the new journal of the Society of American Archivists, has requested me to act as news reporter for the Old Northwest Territory. I would therefore appreciate receiving from you from time to time notices of such archival matters as new appointments, changes of personnel, new departures or accessions in state, local and public archives, etc.

We hope to move into our new Archives Building before Christmas and are looking forward to showing our friends around whenever they come to Springfield.

Sincerely,

November 15, 1937

Miss Alice E. Smith
Wisconsin State Historical Society
Madison, Wisconsin.

Dear Miss Smith:

Professor Paase, editor of the AMERICAN ARCHIVIST, the new journal of the Society of American Archivists, has requested me to act as news reporter for the Old Northwest Territory. I would therefore appreciate receiving from you from time to time notices of such archival matters as new appointments, changes of personnel, new departures, or accessions in state, local and public archives, etc.

We hope to move into our new Archives Building before long and hope you will visit us so we can show you around.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

THE STATE HISTORICAL SOCIETY OF WISCONSIN
(TRUSTEE OF THE STATE)
MADISON

JOSEPH SCHAFER
Superintendent

December 3, 1937

Miss Margaret C. Norton
Illinois State Library
Springfield, Illinois

My dear Miss Norton:

I have your letter of November 15 inquiring about notices of archival matters in Wisconsin for the American Archivist. You know, no doubt, that we have as yet no separate archives department here, but that since about 1915 all state offives have been authorized to turn over to us any or all materials five years after filing. Since that time departments have from time to time transferred to us groups of their papers which we have filed and classified with our general manuscript collections. With a little encouragement, I am certain much more material would be sent here, but we are hampered by lack of space and facilities to care for even the general accumulation of manuscripts, and so limit our archival activities pretty much to salvaging papers that would be otherwise slated for destruction.

I did not mean to preface my remarks with this tale of our professional problems but it serves to explain the hetrogeneous character of our accessions.

Thank you for your invitation to visit you in your new quarters. I certainly hope that some time I may have an opportunity to do so.

Sincerely yours,

Alice E. Smith

Alice E. Smith
Curator of Manuscripts

December 11, 1937

Miss Alice E. Smith
Curator of Manuscripts
State Historical Society of Wisconsin
Madison, Wisconsin.

Dear Miss Smith:

Thank you for the interesting account of recent accessions along archival lines by the Historical Society. I knew you had authority to receive records, but did not realize that you were getting any.

I do hope that you people can persuade the state officials that an archival establishment would be worth while. I have so often used Dr. Blegen's fine report of so many years ago. Mr. Kaplan, the new Reference Librarian of the University is very much interested in archives, and perhaps he will push also for such an establishment.

Unless we are moving at that time, which now seems unlikely, I shall probably go to the American Historical Association meeting this month. I suppose Miss Kelly and Dr. Schafer will go. I hope you can come too. In the meantime, a Merry Christmas to you.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent.

OTHER ARCHIVISTS AND LIBRARIANS, 1938

River Forest Public Library
River Forest, Illinois

Gladys Allison, Librarian

Oct 25, 1938

Dear Margaret:

I am sorry I cannot be present at the dedication of your new building, and for the Grand Tour. I would like to see it all, but cannot be away from my library for three days just now, and have to be in Springfield Friday.

I do congratulate you on a building I assume is beautiful and which you have already told me is carefully planned - I want to see at least something of it when I come -

Sincerely

Gladys A.

"To promote the science and improve the methods of protecting records against fire and theft; and to obtain and circulate information on the service performed by heat-insulated record containers and theft-resistive chests."

SAFE MANUFACTURERS NATIONAL ASSOCIATION

W. J. PARKER, SEC'Y-TREAS.
A. O. BONIFACE, EXEC. SEC'Y

7 EAST 44TH ST., NEW YORK, N. Y.
MURRAY HILL 2-2927

Miss Margaret C. Norton
Supt. Archives Division
Illinois State Library
Springfield, Ill.

October 25, 1938

Dear Madam:

In view of your interest in State Archives, it has occurred to us that you might appreciate receiving a copy of the MANUAL prepared by this Association for distribution to the 4500 sales representatives of this industry. We believe you will see in this MANUAL an attempt on the part of this industry to conduct its business on a high plane, based on the best available fire protection information.

If we can at anytime be of service to you, please do not hesitate to call on us.

Yours very truly,

A.O. Boniface

A.O.Boniface
~~Executive Secretary~~

AOB/mbc

P.S. Copy of the MANUAL is being sent you under separate cover.

November 16,
1938.

Mr. A. O. Boniface,
Executive Secretary
Safe Manufacturers
National Association
7 East 44th Street
New York, New York.

Dear Mr. Boniface:

On October 25 you wrote me you were sending me copy of the Manual prepared by the Safe Manufacturers National Association for distribution to the sales representatives of the industry. So far we have not received the copy of this manual. We will be very glad indeed to receive the manual, because we leaned very heavily upon some of the data furnished us by various members of the Association when we were building the New Illinois State Archives Building. Since this is the last archives building to be finished, we are receiving many calls for information relating to the protection of records, both from state archivists and from county officials.

Personally I should like very much to see established in Illinois a commission on the protection of local records, similar to the inspection furnished by the states of Connecticut, Rhode Island and New York. Local sentiment is not yet ready for similar legislation in Illinois, but there is an opportunity for the safe companies to do preliminary propaganda work in arousing public sentiment to the protection of local records. We will be very glad to receive copies of any literature issued along such lines particularly, pictures of fires, floods or other situations resulting in loss of records which we could put on display.

Sincerely

ILLINOIS STATE LIBRARY
Archives Division

MCN:ED.

Superintendent

"To promote the science and improve the methods of protecting records against fire and theft; and to obtain and circulate information on the service performed by heat-insulated record containers and theft-resistive chests."

SAFE MANUFACTURERS NATIONAL ASSOCIATION

W. J. PARKER, SEC'Y-TREAS.
A. O. BONIFACE, EXEC. SEC'Y

7 EAST 44TH ST., NEW YORK, N. Y.
MURRAY HILL 2-2927

November 23,1938

Illinois State Library,
Archives Division,
Springfield, Ill.

Attention: Margaret C. Norton,Supt.

Gentlemen:

Answering your letter of November 16th--did the MANUAL subsequently arrive?

We appreciate very much the information given in the body of your letter and at the next meeting of our Association we shall discuss the matter to determine what we may be able to do do to assist you with your problem.

Yours very truly,

A. O. Boniface

A. O. Boniface
Executive Secretary

AOB- mvc
SMNA

November 25,
1938.

Mr. A. O. Boniface,
Executive Secretary
Safe Manufacturers
National Association
7 East 44th Street
New York, N. Y.

Dear Mr. Boniface:

Thank you very much for the copy of the Manual issued by the Safe Manufacturers National Association. This is a very valuable document and I am very glad to have it. I will be pleased also to receive any supplements to this. This is very valuable, especially this portion relating to Classification of records and specification for vaults and vaults doors.

Sincerely

ILLINOIS STATE LIBRARY
Archives Division

MCN:ED

Superintendent

UNIVERSITY OF WASHINGTON
DEPARTMENT OF HISTORY
SEATTLE

Feb 17, 1938

Miss Margaret Norton
Illinois State Archives
Springfield, Illinois

Dear Miss Norton:

May I put in a word of gratitude and appreciation for your interest in my questionnaire and your generosity in sending me information about the situation in Illinois. Our program here in Seattle in December went off very nicely and there was a gratifying interest shown in the archives session. My contribution is very sketchy - perhaps the best

I can say for myself is that it gave me an opportunity to visualize the conditions in plate depositories as I had not done before. I am hoping, however, that there may be a few suggestions in the paper which custodians in the more backward states may find useful.

Thanks again for your help.

Sincerely yours

Charles X. Gates

February 25, 1938

Dr. Charles Gates
Department of History
University of Washington
Seattle, Washington

Dear Dr. Gates:

Thank you very much for the copy of your paper on state archives. Having written a paper with a very similar title within the last few months, as you doubtless know, I was very much interested in what you had to say on the subject. The thing about which I most heartily agreed with you was your statement that you felt the emphasis on archival training should be on political science rather more than on history. This has been my feeling for some time, although my own training was in history. Certainly Jenkinson emphasises this in his book. I have maintained for many years that the thing which was holding back archives in this country was the fact that we did not have the "you" attitude toward the care of records. Unless state officials are personally interested in history, they are apt to be rather condescending to the care of archives as historical records. Our experience in emphasising here the fact that records must be preserved because of their legal value certainly proves that that is the task to take in order to get appropriations.

I realise why you emphasise the backwardness of the Pacific Coast in relation to archives. Between you and me, however, I think there is a greater stirring of interest in the immediate organization of archival establishments there at present than in any other part of the country. This has been proved by the number of requests which I have received from supervisors and workers on the Historical Records Survey in the West desirous of studying for archival work, and the apparent attempts being made to establish new departments.

By the way, did that woman whose name I have forgotten for the moment, who was about to start for China from the University of Washington to teach in some library school there, ever leave, and if so, has she been involved in this war difficulty over there.

Sincerely,
ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MABEL R. GILLIS
STATE LIBRARIAN

CALIFORNIA STATE LIBRARY
SACRAMENTO

ELEANOR HITT
ASSISTANT LIBRARIAN

October 27, 1938

Miss Margaret C. Norton
Illinois State Library
Springfield, Illinois

My dear Miss Norton:

I have written formal congratulations to Mr. Hughes regarding the new Archives Building but I want to tell you personally how delighted I am that you are to be in a fine new building which should be so convenient for your work. I hope you will have many years of pleasure in new surroundings.

I note from the Proceedings of the N. A. S. L. that you are no longer to be Secretary. I am afraid that will be hard on the Association, but I can well understand that enlarged duties will make that extra work impossible. As a matter of fact, I think you have given quite enough service to the N. A. S. L. and it is time for someone else to take up the burden.

I hope you are coming to California next year. While we have no archives building to show you I know you will be interested in many library developments in California.

Sincerely yours,

Mabel R. Gillis

Mabel R. Gillis
State Librarian

G:D

The National Archives
Washington, D. C.

OFFICE OF THE
DIRECTOR OF ARCHIVAL SERVICE

January 12, 1938.

Miss Margaret C. Norton,
Superintendent of Archives,
State Library,
Springfield, Illinois.

Dear Miss Norton:

In reply to your telegram of this morning I am attaching copies of our Rules and Regulations For The Use of Records, Rules Governing Admission to Stack Areas, Duties and Functions of the Division of Reference, and a memorandum concerning the designation of persons authorized to authenticate and attest copies or reproductions of archives or records in the custody of the Archivist of the United States.

If this material does not supply your need, please let me know and I will send you information along other lines beside the use of records.

Sincerely yours,

Dorsey W. Hyde, Jr.
Director of Archival Service

Hy:ew

The National Archives
Washington, D. C.

OFFICE OF THE ARCHIVIST

Memorandum No. A-64

June 29, 1957

To: Heads of Offices and Chiefs of Divisions

SUBJECT: Duties and Functions of the Division of Reference

It becomes necessary once more to call special attention to the duties and functions of the Division of Reference and to insist that all members of the staff of The National Archives govern themselves accordingly in replying to requests and inquiries covered by these functions. The Division of Reference alone is responsible for the performance of the following duties and functions:

1. Supervising and controlling the search rooms in which the archives actually are consulted.

2. Aiding searchers in the location and use of archival materials.

3. Furnishing copies of documents and supplying other archival services requested.

4. Making available to searchers the catalog prepared by the Division of Cataloging.

5. Enforcing the rules and regulations governing the use of archives.

6. Requisitioning actual archival materials from the divisions of department archives for the use of searchers.

This statement of functions means that all inquiries, whether made by any inquirer in person, by mail, by telephone, by telegraph, or otherwise, for information concerning, or to be derived from, any archives or records in custody of The National Archives must be referred for answer to the office of the Chief of the Division of Reference.

For illustration, this statement covers all inquiries relating to the rules and regulations governing the use of records; all requests for permission to search documents in person; all requests for data that must be obtained by a search of records by staff members; all inquiries as to whether any particular document, or groups or classes of documents are in the collections of The National Archives; whether there are any restrictions on the use of any particular records; whether any particular records may or may not be withdrawn, whether copies of any kind (typewritten, photographic, photostatic, microfilming, etc.), may be obtained, upon what condition, and at what cost; as well as all other inquiries regarding the use of records.

Several recent instances have been called to my attention in which failure to observe this procedure has resulted in the giving of incorrect information to inquirers; in members of other divisions duplicating the work of the Division of Reference by making searches on the same problem for the same inquirer; and in unnecessary delay in acting upon "rush" requests from other government agencies for information or for copies of records - all of which has caused embarrassing criticisms of The National Archives.

All persons making such inquiries in person must be referred (with proper introduction if necessary), all letters and telegrams containing such inquiries must be promptly routed, and all telephone calls must be promptly transferred, to the office of the Chief of the Division of Reference.

Heads of offices and chiefs of divisions will please call this memorandum to the attention of members of their staffs.

R. D. W. Connor

Archivist

The National Archives

Washington, D. C.

OFFICE OF THE ARCHIVIST

Memorandum No. A-53

January 26, 1937

To: All Employees of The National Archives

SUBJECT: Rules Governing Admission to Stack Areas.

Attached hereto is a copy of the "Rules Governing Admission to Stack Areas" in the National Archives Building, adopted under the authority conferred upon the Archivist of the United States by the National Archives Act (48 Stat. 1122-1124).

These rules are not intended to discourage the interest of visitors in the work of The National Archives, or to hamper the work or restrict the privileges of members of the National Archives staff. Their purpose is simply to facilitate the work of members of the staff, to protect the building and equipment, and to safeguard the public records deposited in the building. The cooperation of all members of the staff in the observance and enforcement of these rules will contribute to these ends.

Especial attention is called to rules 1 and 2. Rule 1 applies only to casual visitors to the building. It is not intended to exclude from the stack areas visitors who have a genuine interest in the equipment and methods of The National Archives for filing, protecting, and handling records. Such persons may be admitted to stack areas when accompanied by the head of any office, the chief of any division, or by some person on his staff designated by such official, but before any visitor is conducted to any stack area the office of the chief in charge of such area should be notified of the proposed visit.

Rule 2 applies only to employees of The National Archives. In accordance with this rule it is hereby directed that any person coming within any of the following classes shall have the right to enter any stack area during office hours: (1) Heads of offices; (2) chiefs of divisions; (3) persons in any office or division certified to the Archivist by the head thereof as those whose official duties require them to enter the stack areas.

Heads of offices and chiefs of divisions are requested to furnish the Archivist at once a list of names of all persons on their staffs, with their official titles, who come within class 3. The persons so listed will be designated by the Archivist as those who have a right to enter stack areas when in pursuit of official business and their names will be filed with the Chief of each Division of Department Archives.

R. D. W. Connor

Archivist

The National Archives
Washington, D. C.

OFFICE OF THE ARCHIVIST

January 26, 1937

Rules Governing Admission to Stack Areas

1. Stack areas in the National Archives Building are not open to the general public.

2. Employees of The National Archives designated by the Archivist shall be admitted to the stack areas during office hours when in pursuit of official duties.

3. Keys to the doors leading into stack areas will be placed in the custody of the Chiefs of the Divisions of Department Archives to be used only by such Chiefs or by their authorized deputies; after closing hours, when the electrical stack-protection system is in operation, the captain of the guard, in person or by authorized deputy, may make use of the keys in his custody only when he has reason to believe that some condition calling for immediate inspection exists in a given stack area.

4. Smoking, the lighting of matches, and eating in stack areas or in any other areas in which archival meterials are in use or in temporary or permanent storage are strictly prohibited.

5. Chiefs of the Divisions of Department Archives are charged with the full responsibility of archival guardianship, and it is their duty to see that all persons admitted to the stack areas observe all rules and regulations governing admission and the use of records.

The National Archives
Washington, D. C.

OFFICE OF THE ARCHIVIST
Memorandum No. A-43

October 8, 1936.

To: All Employees of The National Archives and Others Concerned

SUBJECT: Designation of persons authorized to authenticate and attest copies or reproductions of archives or records in the custody of the Archivist of the United States

Whereas, Public - No. 756 - 74th Congress, approved June 22, 1936, entitled "An Act to amend section 8 of the Act entitled 'An Act to establish a National Archives of the United States Government, and for other purposes,' approved June 19, 1934" (48 Stat. 1123; U.S.C., title 40, sec. 238) authorizes the Archivist of the United States to make or reproduce and furnish authenticated or unauthenticated copies of any of the documentary, photographic or other archives or records in his custody that are not exempt from examination as confidential or protected by subsisting copyright, and provides further:

> "When any such copy or reproduction furnished under the terms hereof is authenticated by the official seal of The National Archives and certified by the Archivist of the United States, or in his name attested by the head of any office or the chief of any division of The National Archives designated by the Archivist with such authority, it shall be admitted in evidence equally with the original from which it was made."

And, Whereas, Thad Page, as Administrative Secretary of The National Archives, is the head of an office within the meaning of the language of said amendment,

And, Whereas, James D. Preston, Assistant Administrative Secretary of The National Archives, has heretofore been empowered by me to serve as the Acting Administrative Secretary thereof in the absence or inability of the said Administrative Secretary,

Now, Therefore, I, R. D. W. Connor, as Archivist of the United States, do hereby empower the said Thad Page, as Administrative Secretary of The National Archives, for me and in my name to authenticate and attest copies or reproductions of archives or records in my official custody that shall be furnished under the terms of said amendment. And I do, further, expressly empower the said James D. Preston, when serving as Acting Administrative Secretary of The National Archives to authenticate and attest any such copies or reproductions in the manner aforesaid.

R. D. W. Connor

Archivist of the United States.

THE NATIONAL ARCHIVES

RULES AND REGULATIONS FOR THE USE OF RECORDS

THESE rules and regulations are designed for the purpose of protecting, preserving, and furthering the efficient use of the public records in the custody of the Archivist of the United States. Members of the staff will gladly assist searchers in every possible way. Searchers are requested to cooperate in all measures deemed necessary to preserve and safeguard the records, and to promote their orderly use.

R. D. W. Connor

Archivist of the United States.

DECEMBER 18, 1936.

Circular No. 2

RULES AND REGULATIONS FOR THE USE OF RECORDS

The following rules and regulations have been made, promulgated, and published as Document 3876 in the Federal Register, vol. I, no. 199, December 19, 1936, pursuant to the authority vested in the Archivist of the United States by the National Archives Act, approved June 19, 1934 (48 Stat. 1122-1124).

1. Persons desiring to use records in the custody of the Archivist of the United States must apply to the Archivist for admission to the search rooms, using the form provided for that purpose, and may be required to submit an acceptable letter of introduction. If the applicant is a minor, his application must be approved by his parent or guardian. An applicant who is not a citizen of the United States may be required to present a letter of introduction from the embassy or legation of his country. A group of persons desiring to view motion pictures or hear sound recordings must be represented by an authorized spokesman, who in making application for admission must give the identity of the group he represents.

2. If the application is approved a card of admission will be issued. An admission card is not transferable and must be produced when required. It is valid for six months from date of issue and may be renewed upon application.

3. The search rooms and the auditorium are open from 9:00 a. m. to 4:30 p. m., except on Saturdays, when they are open from 9:00 a. m. to 1:00 p. m. They are not open on Sundays and legal holidays.

4. Requisitions for records must be made on the forms provided for that purpose, signed by the searcher, and presented to the attendant in charge of the control desk in the central search room.

5. Persons desiring to view motion pictures must fill out the form provided for that pur-

pose at least one day in advance of the time service is desired. On receipt and approval of this application a time will be fixed for the screening and the applicant will be notified thereof.

6. When the searcher has completed his use of records he must notify an attendant. The searcher is responsible for all records turned over to him until an attendant returns the canceled requisition.

7. The greatest care must be exercised in the use of all records and books. They must not be leaned upon, written upon, or in any way damaged. No tracing is permitted, and ink must not be used in the search rooms.

8. The use of records of exceptional value or in fragile condition shall be subject to such special regulations as the Archivist may deem necessary for their protection.

9. No records, books, or other property of The National Archives may be taken from the search rooms except by members of the staff.

10. Requests for reproduction of records must be presented to the Chief of the Division of Reference on forms provided for the purpose.

11. No overcoats, umbrellas, canes, cameras, or traveling bags may be taken into the search rooms or the auditorium.

12. The use of tobacco, the lighting of matches, and eating in the search rooms, the auditorium, or any other areas in which archival materials are in use or in temporary or permanent storage are strictly prohibited.

13. The privilege of admission to the search rooms may be withdrawn for any violation of these rules and regulations, for disregarding the authority of the attendants in charge, or for offensive conduct.

14. Any case of incivility on the part of an attendant or of unsatisfactory service should be reported in writing to the chief of the division concerned.



PUBLICATION NO. 6

116888—37

U. S. GOVERNMENT PRINTING OFFICE · 1937

March 3, 1938

Mr. Dorsey W. Hyde, Jr.
Director of Archival Service
The National Archives
Washington, D.C.

Dear Mr. Hyde:

Thank you very much for the copies of your Reference Room forms.

Your comments on our Rules and Regulations are very interesting. Of course you understand that we are making a complete physical separation between the archives classified as non-current and as semi-current. This is the first time such a classification has been made, so far as I know, but after some bitter experiences with department heads and even elective state officials who thought if they could requisition back for departmental use certain records they could take anything - and did - and we were helpless about getting them back again, I was quite firm on this point and Mr. Hughes agreed. I feel as if I were starting the archives all over again because I am having to educate the new depositors in the importance proper care for records. The mildest epithet I have heard yet about the rules for signing out records and no smoking is "D-d Old Maid." I almost hugged one man this morning who said he hoped we would never let down the barriers the least bit because he wanted his records secure and knew they would not be if everyone did not cooperate. The lightning is playing around my head, but Mr. Hughes has promised to back me and fortunately I "can take it."

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent.

The National Archives
Washington, D. C.

OFFICE OF THE
DIRECTOR OF ARCHIVAL SERVICE

March 14, 1938.

Miss Margaret C. Norton, Superintendent,
Archives Division, Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

Thanks for your good letter of March 3, 1938. I am glad that the copies of the Search Room forms arrived all right.

I think your plan of separating non-current and semi-current records and of placing the responsibility of servicing the latter with the department concerned was a clever one. It is quite difficult to draw the line. Our Veterans' Administration records, for example, run from the War of 1812 through the Spanish-American War and include only the dead cases. We find, however, that the amount of service required on these records is considerable.

This requisitioning back is also a problem. Luckily for us it has not yet developed to include more than obvious mistakes in initial transfers. Under our Act it would appear that after transfer the custody is vested absolutely in the Archivist and he can determine what shall or shall not go back. I am hoping that we will be able to avoid having many requests of this kind.

I can visualize quite clearly the problem in connection with the education of your new depositors in the matter of proper care of records but I am quite sure that your influence is having a very definite effect in broadening the vision of the Illinois state officials.

Sincerely yours,

Director of Archival Service.

Hy:ew

ROBERT L. WILLIAMS, President
JASPER SIPES, President Emeritus
THOMAS H. DOYLE, President Emeritus
EMMA ESTILL-HARBOUR, Vice President

JAMES W. MOFFITT, Secretary

WILLIAM S. KEY, Vice President
JESSIE R. MOORE, Treasurer
GRANT FOREMAN, Director
of Historical Research

OKLAHOMA HISTORICAL SOCIETY

HISTORICAL BUILDING

OKLAHOMA CITY, OKLAHOMA

October 24, 1938

Miss Margaret C. Norton
State Archives Building
Springfield, Illinois

My dear Miss Norton:

I am sorry that it will be impossible for me to attend the dedication of your splendid new building this week. We have our quarterly Board meeting on October 27. At that time we set up our annual budget for the next two years.

I have turned over to the secretary of the Society of American Archivists a check for the membership dues of Dr. Fortier of the Louisiana State Museum. As a member of the committee on membership of this splendid organization, I have sought to enlarge our membership in this area. Mr. Ralph Hudson, the State Librarian, here in our state, has agreed to send in an institutional membership for his library; while Mr. Kirke Mechem of the Kansas State Historical Society and Dr. Fortier of the Louisiana State Museum have both sent in their memberships.

Yours sincerely,

James W. Moffitt

Secretary
Oklahoma Historical Society

JWM/mf

UNIVERSITY OF PENNSYLVANIA
PHILADELPHIA

THE LAW SCHOOL

Herbert F. Goodrich, *Dean*

October 28, 1938

My dear Miss Norton:

It was good of you to send me the invitation to attend the dedication of your building, and I wish that I might have gone, but that was quite impossible. Your program was an interesting one, and I trust that everything went off beautifully. I judge from your "Catalog Rules", a copy of which you were good enough to send me, that you have now sufficient and competent help, and that you are going about things in an intensive way and on a large scale. I hope so.

I shall have the pleasure of working in your new building next summer. Within a fortnight I expect to be able to complete other work and unpack my materials on the next Illinois volume. I want to complete that by working this winter and in Illinois next summer.

Always with my very best regards,

Yours very sincerely,

Francis S. Philbrick

Miss Margaret C. Norton
Office of the State Archivist
Illinois State Library
Springfield, Illinois

June 29, 1938

Dr.M. Llewellyn Raney, Director
University of Chicago Libraries
Chicago, Illinois.

Dear Dr. Raney:

This will introduce to you Mr. Marinus Hanson, photographer to the Illinois State Library. If convenient to you, I should like to have Mr. Hanson visit your microphotographic laboratory and to have Mr. Fussler discuss with him the new equipment which we will need to bring our new microphotographic department up to date. We have for several years been using a Leica camera with good results, but until we moved into the new Archives Building we have had no adequate darkroom. Now we have a very fine one which we expect to equip fully. Any help or suggestions which you can make will be most welcome to us.

The local and program committees of the Society of American Archivists are now hard at work and I can soon give you more details as to what we shall want in the way of a photographic exhibit which you so kindly consented to prepare for us. I will write you in detail upon this matter a little later.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent.

The National Archives
Washington, D. C.

DIVISION OF CATALOGING

October 25, 1938

Miss Margaret C. Norton, Superintendent
Archives Division
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

The new edition of the Catalog Rules has just arrived and I am delighted with them. Please accept my heartiest congratulations on the completion of this splendid work. I do not deserve the commendation you gave me but appreciate your kindness in so doing. It has been a real privilege to work with you on the Committee.

Will you also please accept my congratulations on the completion of your new building? I greatly regret my inability to attend the meetings of the Society of American Archivists and to see your building at this time. I hope that I may soon visit Springfield again as I am very much interested in the building and the work that you are doing.

Sincerely yours,

John R. Russell

John R. Russell, Chief
Division of Cataloging

JRR/GN

SOCIETY OF AMERICAN ARCHIVISTS--2ND ANNUAL MEETING--SPRINGFIELD, 1936-1938

January 4, 1936

Mr. Frank H. Miller, Manager
Convention Department
Springfield Chamber of Commerce
Springfield, Illinois.

My dear Mr. Miller:

Thank you very much for your cooperation with us in extending the invitation for the Society of American Archivists to hold its next meeting in Springfield. Many persons spoke with pleasure of the prospect of visiting us at such a time.

It has been decided to hold a meeting in the spring of 1937 in Washington, D.C., and although the Council could not bind itself, or rather, the Society, beyond the present year, it has been practically agreed upon that the 1938 meeting will be held in Springfield. We expect a membership of about 200, 125 of whom were present and signed up for membership last week. Of course I cannot estimate the size of the meeting here.

Later when the time comes for formal action I shall consult with you again and ask your assistance in making suitable plans.

Very truly yours,

December 16, 1936.

To The Society of American Archivists:

As the Secretary of State and State Librarian in whose care the constitution places the archives of Illinois, I extend hearty congratulations and best wishes to the newly organized Society of American Archivists.

Thoughtful officials are becoming increasingly concerned with the importance of proper care for archives, not only because archives are priceless historical documents, but primarily because accurate and complete business records are essential to good governmental administration. The tragic inability of state and county officials to supply the essential basic records for applicants under the Old Age Pension and other social security legislation gives dramatic emphasis to the significance of the formal organization at this time of the professional archivists of this country.

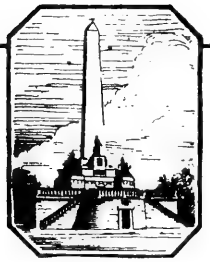
You are doubtless aware that Illinois is now erecting a building to house its archives. This building will be ready for occupancy by the Archives Division of the Illinois State Library late next spring.

The State of Illinois would be honored if the Society of American Archivists could hold its next meeting in Springfield, either at the time of dedication of the Illinois Archives Building, or, at such other time as the Society may designate.

Governor Horner joins me in extending this invitation.

Sincerely yours,

SECRETARY OF STATE
and STATE LIBRARIAN.



SPRINGFIELD CHAMBER OF COMMERCE

SPRINGFIELD,
ILLINOIS

PRESIDENT
GEORGE A. BENGEL

1ST VICE-PRESIDENT
ROBERT E. MILLER

2ND VICE-PRESIDENT
H. L. BRUBAKER

TREASURER
EDWARD P. EASLEY

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NICHOLAS AMRHEIN
AMRHEIN'S BAKERY

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ROBERT E. MILLER
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F. L. SCHRADER
ASSISTANT TO VICE-PRES C. & I. M. RY. CO.

C. W. H. SCHUCK
SCHUCK & SON

December 26, 1936.

Miss Margaret C. Norton,
c/o Society of American Archivists,
Providence Biltmore Hotel,
Providence, Rhode Island.

Dear Miss Norton:

We are enclosing a copy of our letter of invitation to the Society of American Archivists which was mailed today to Dr. Newsome. We appreciate your interest in attempting to secure this meeting for Springfield and sincerely hope that you will be successful in your efforts.

Very truly yours,

Frank H. Miller

MANAGER,
CONVENTION DEPARTMENT,
SPRINGFIELD CHAMBER OF COMMERCE.

Enc.-1
Frank H. Miller:M

Copy

SPRINGFIELD CHAMBER of COMMERCE

SPRINGFIELD

ILLINOIS' "Capital" CITY

CONVENTION DEPARTMENT
FRANK H. MILLER, Manager
"At Your Service"

December 26, 1936.

copy

Dr. A. R. Newsome, Chairman,
Society of American Archivists,
Providence Biltmore Hotel,
Providence, Rhode Island.

Dear Dr. Newsome:

The Springfield Chamber of Commerce, through its Convention Department is pleased to join with Secretary of State Edward J. Hughes and the Illinois State Historical Library in extending to the Society of American Archivists a most cordial invitation to hold your next convention in Springfield, Illinois.

This city will be greatly honored by the selection of your organization for its next convention and it will be our pleasure to render every possible service and give you fullest cooperation to make your meeting a most profitable and pleasant one should Springfield be selected.

Springfield with its historic memories connected with the life of one of our great citizens, Abraham Lincoln, would prove an ideal setting for such a meeting as yours. Of special interest to you will be the new State Archives Building which will be completed by next spring. This building, we understand, is one of the few buildings of its kind in the country and the citizens of Springfield and Illinois are very proud of it. We are sure your group will enjoy an inspection tour of this building.

We sincerely trust that Springfield will be given favorable consideration for your next meeting and we again assure you of our desire to cooperate in every possible manner, should Springfield be honored by its selection.

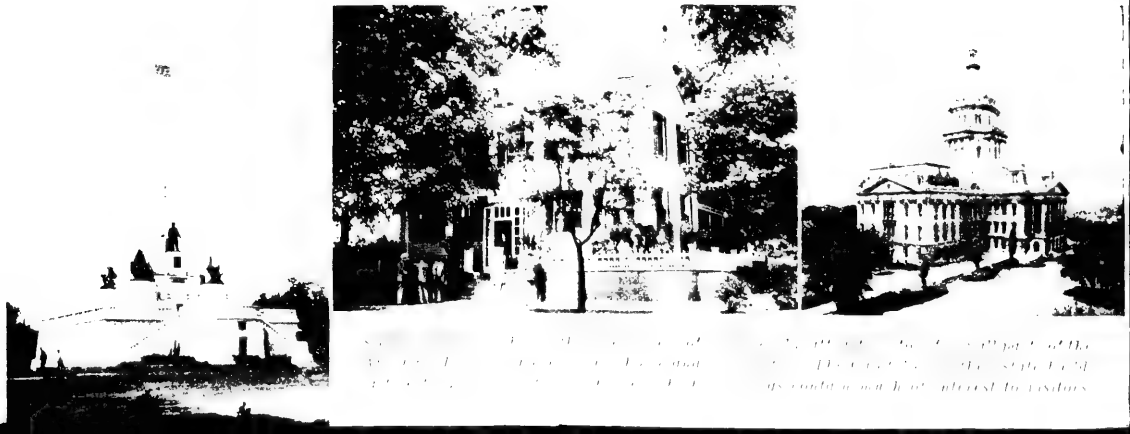
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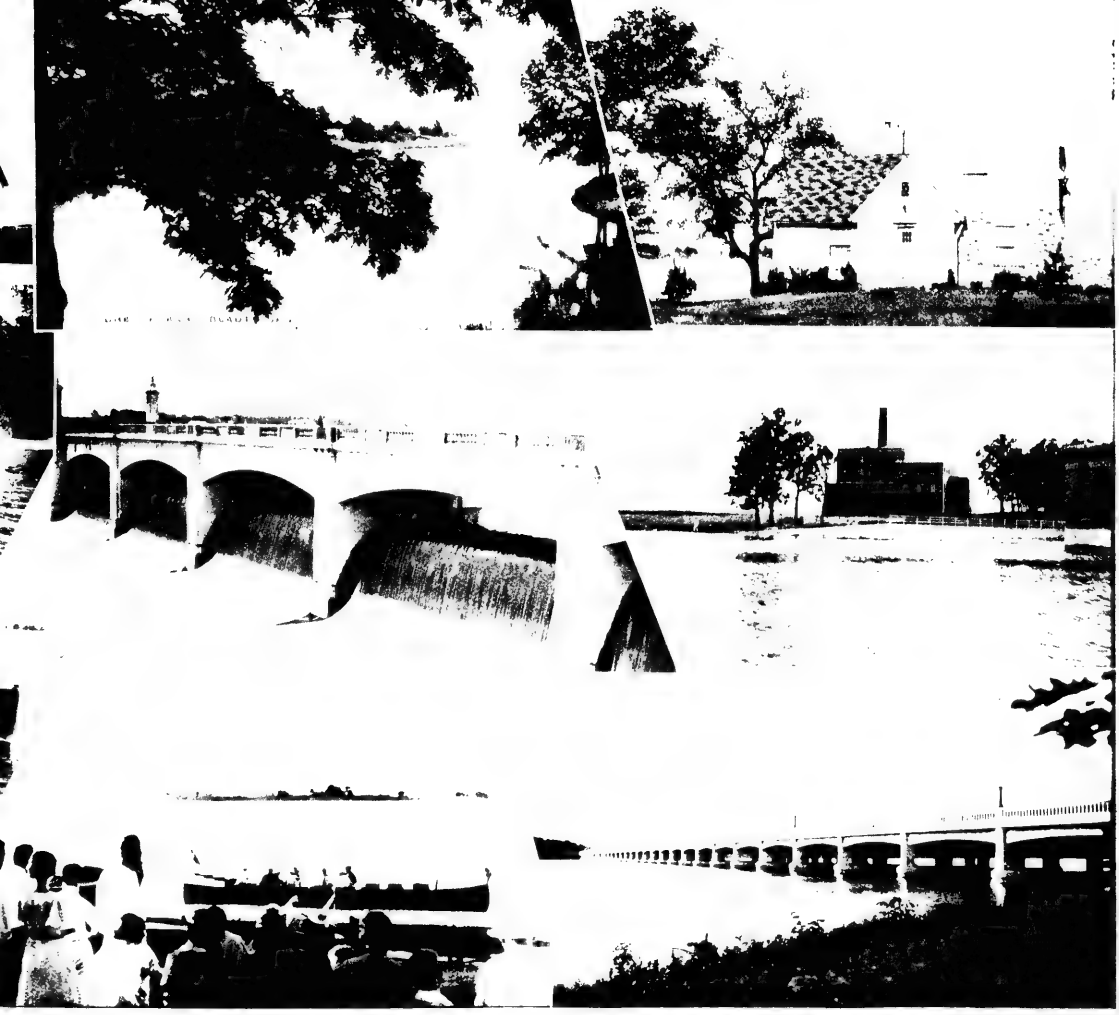
MANAGER,
CONVENTION DEPARTMENT.

Frank H. Miller:M



Visit SPRINGFIELD, Illinois...





Enjoy Swimming, Boating, Fishing at Lake Springfield. See the Home and Last Resting Place of Abraham Lincoln. Visit the Historic Capitol of the State of Illinois.

LAKE SPRINGFIELD, situated to the south and east of the city of Springfield, is one of the most beautiful lakes in the middle west. It provides every recreational facility—boating and fishing—a spacious sand beach for bathing—beautiful drives that completely encircle the lake—grounds for picnics and camping.

In the Beach House at the east end of the stately Vachel Lindsay Memorial Bridge visitors will find all their comforts anticipated—a restaurant serving excellent meals, a large recreation room which may be used for dancing, showers for bathers, etc. At the nearby boat house boats may be rented and sight-seeing trips over the lake arranged.

Other points of interest include the Stanford Avenue Water Purification and Power Plant which furnishes current and water to this area, the South Sixth Street Bridge on Route 66, The Boat Club and Bird Sanctuary.

Lake Springfield Statistics—total area under water, 4,330 acres; storage capacity, 21.4 billion gallons; average depth, 15 feet; total length, 15 miles; shore line of 40 [illegible]

SPRINGFIELD, the capital city of Illinois, is of particular interest to visitors as the home and final resting place of Abraham Lincoln. The home, at Eighth and Jackson Streets, and the Lincoln National Monument in Beautiful Oak Ridge Cemetery, are visited annually by thousands who desire to pay homage to the Great Emancipator. Of interest, too, are the State Capitol; the Centennial building; the Supreme Court building; the old State Capitol, now the Court House; and the Cathedral of the Immaculate Conception.

A modern city, of over 71,000 population, Springfield offers excellent hotel, shopping and amusement facilities.

ILLINOIS STATE LIBRARY
SPRINGFIELD

EDWARD J. HUGHES
SECRETARY OF STATE AND STATE LIBRARIAN
HELENE H. ROGERS
SUPERINTENDENT OF LIBRARY DIVISIONS

16 December 1937.

DIVISION SUPERINTENDENTS
MARGARET C. NORTON
ARCHIVES
MARGARET K. GILBERT
EXTENSION SERVICE
HARRIET M. SKOGH
GENERAL LIBRARY

MEMORANDUM TO MISS NORTON.

Miss Norton:

I have just had word from Mr. Browning and he says that because of other conventions to be held in Springfield in October (1938) the Chamber of Commerce felt we would have the better accommodations if we would plan our meeting of the I.L.A. for October 26, 27 and 28, that is, Wednesday, Thursday and Friday of the last week in October.

Of course, these dates must be approved by the Executive Committee at a meeting to be held during the Midwinter A.L.A.

Please let me know how I might reach you and I could telegraph you if these dates have been approved so that the National Association of American Archivists could vote on the time of their meeting.

Helene H. Rogers
Superintendent Library Divisions
ILLINOIS STATE LIBRARY.

December 16, 1937

Dear Miss Rogers:

I have just had word that the Council meeting for the Society of American Archivist's is to be held Friday morning, December 31, which will give us ample time for an readjustments with Mr. Browning's committee. I checked with the Chamber of Commerce and Mr. Miller says he is holding the week of October 24-29 for the two societies.

The American Historical Association's headquarters hotel is the Bellevue Stratford, Philadelphia. I have a reservation there. The best rate I could get is $3.85.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Superintendent

Superintendent

The National Archives
Washington, D. C.

DIVISION OF
PHOTOGRAPHIC REPRODUCTION
AND RESEARCH

May 10, 1938

Miss Margaret C. Norton
Superintendent, Archives Division
Illinois State Library
Springfield, Illinois

My dear Miss Norton:

When I accepted your kind invitation to take charge of a demonstration of photographic equipment at the forthcoming meeting of the Society of American Archivists this fall, I had no conception of the number of duties which would descend upon me. Matters now have reached such a stage that I am writing to ask you to release me from this assignment. It would be a great pleasure to undertake this work if I had the time to devote to it. Unfortunately, however, time is lacking and I believe someone else, perhaps Professor Binkley, would be in a far better position than I to arrange an exhibit of this type.

Please accept my most sincere apologies, and I shall be glad to assist whomever you may select for this task.

Very sincerely yours,

Vernon D. Tate

VERNON D. TATE
Chief, Division of Photographic
Reproduction and Research

May 16, 1938

Dr. Vernon D. Tate, Chief
Division of Photographic
Reproduction and Research
The National Archives
Washington, D.C.

Dear Dr. Tate:

Naturally I am terribly disappointed to hear that you feel that you cannot undertake the task of preparing an exhibit and demonstration of microphotography for the October meeting of the Society of American Archivists. I know how things do pile up on one. I have not yet been able to appreciate the point of all this talk about how we are to spend our increasing amount of leisure time. Maybe some people are having more leisure, but I am working twice as hard and hours longer a day than I did twenty-five years ago.

We shall undoubtedly call upon you for help in the final workings of the committee program.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent.

May 16, 1938

Dr. Herbert A. Keller
Mc Cormick Historical Association
679 Rush St.
Chicago, Illinois.

Dear Herbert:

Vernon Tate has just writeen me that he will be unable to undertake a demonstration of photographic equipment for the meeting of the Society of American Archivists. He suggests that we ask Bob Binkley to do it. Since the Illinois Library Association will be here the last few days of the same week, I am wondering if we had not better ask Dr. Raney or Mr. Fussler to do it. What do you think?

Miss Rogers and I talked a little bit yesterday about the meeting. She favors our selecting the Abraham Lincoln Hotel as headquarters, since that will be the headquarters for the Illinois Library Association, and the exhibitors would be willing to bring in their exhibits earlier for us too. Of course our group does not have many librarians, but I think we all enjoy an opportunity to browse among new books. Mr. Ambrose Weatherbee of my office will be in charge of the book exhibits for I.L.A. I would not put him in charge of the technical exhibits because he has only recently come onto my staff and knows nothing about microphotography or repair work.

Have we asked Mr. Kimberley to put on some exhibits and demonstrations? I think we should.

It is not possible at present for Mr. Hughes to plan the formal dedication. Miss Rogers says it will probably take place about 3 P.M. on Wednesday, and will have only officials as speakers probably. In other words, if you wish to work men like Dr. Connor, Dr. Lancetot or Dr. Kenney into the program, do so elsewhere.

Are you back from Virginia yet? I expect to spend four or five days in Chicago just before and just after Memorial Day. I wish we could talk over the meeting then. Of course I don't care anything about meeting Miss Keller!

Sincerely,

The National Archives
Washington, D. C.

DIVISION OF
PHOTOGRAPHIC REPRODUCTION
AND RESEARCH

May 21, 1938

Miss Margaret C. Norton
Superintendent, Archives Division
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I too am sorry that I will be unable to participate actively in the organization of a microphotographic demonstration or exhibit for the October meeting of the Society of American Archivists, but I shall endeavor to do what I can to assist. In this connection a representative of the Folmer-Graflex Corporation was in Washington early this week and I mentioned the possibility of a demonstration and exhibit at the meeting. He was much interested and stated he believed their company would be able to assist. As you know, they are distributing the new Argus reader in addition to a rather full line of Photorecord parts and accessories, including a book cradle and a motorized unit for the camera. He did mention, however, that it would be important to give them as much time as possible in advance of the regular meeting in order that a program could be worked into their travelling representative's schedule.

Your remarks on leisure time have an all too familiar ring. I wish that some of the so-called leisure could be diverted in this direction, but it just does not seem to work that way.

Very sincerely,

Vernon D. Tate

VERNON D. TATE,
Chief, Division of Photographic
Reproduction and Research

Dutch Inn,
Lexington, Va.
June 25, 1938.

Dear Margaret,

Enclosed you will find a revised and amended version of the suggested program for the meeting of the Society of American Archivists in Springfield, Illinois, October 24-26, 1938.

The spacing and punctuation represents original ideas of my typist, who isn't very good, but I have made a number of corrections and the extent should be clear.

A copy has been sent to Mr. Brooks and if both of you approve of the program as it stands I will go ahead and get the papers at once (handling much of the work

(2)

by telegraph) so as to get everything lined up within the shortest possible period.

The program is I believe a good one and should attract an excellent attendance.

I had a good trip home. Lucile and Alecea send their regards. Remember me to Miss Rogers. I enjoyed getting to know her better.

Yours sincerely

Herbert [A. Kellar]

P.S. I plan to send a statement to Mr. Pease within a week - General if I have to - Particulars if I can.

H.A.K.

Thank you for sending the typed copy of our notes at Kansas City. They have helped a lot. Also for the statement about programs. We can use this with a little change as a general statement if needed.

June 27, 1938

Mr. Herbert A. Kellar,
Dutch Inn,
Lexington, Va.

Confidential

Dear Mr.Keller,

I am going to save time by writing to you and Miss Norton all at once again, and hope you will excuse me for sending one of you a carbon copy. My remarks on the program, which outside of commendation and a couple of questions are only suggestions to be dealt with as you choose, will interest both of you equally if at all, and I am right now trying to do about four what should be full time jobs at once.

I think the program and the local arrangements as outlined in your two letters sound fine. The variety and caliber of the speakers and topics, and the attractive arrangements at Springfield, should enable us to get a good number there, and should make a very successful meeting. It will take some bellyhooding to get a crowd, and in that the first step is the note for The American Archivist. I note with thanks that you, Mr. Kellar, are going to send that to Professor Pease.

When I first looked at the program outline I thought it looked a bit heavy on The National Archives - having in mind Mr. Connor's caution to me last year not to have too many people from this institution speak - but on analyzing it from the standpoint of institutions represented I don't believe we have an undue proportion. The Archivist is anxious not to overburden the Society's activities with National Archives interests or persons. Accordingly I welcome your inclusion of many persons interested in state,local,and special archives. Surely to spread the archival gospel as the Society should we ought to work among them as much as possible.

Some men here are in positions to be pre-eminent authorities in their fields, that being true of Kimberly (pls note spelling), Tate (who probably will not go), Buck and Mrs. Palmer on the subjects you have given them, especially after Dr. Buck's froth-coming trip to Europe. I suppose it is true of Bradley and possibly of Hill. I should think Miss Norton would be the one to preside at the Classification and Cataloging session. No doubt it was hard for you to find a place for motion pictures along with any other session, that is one where there are two or three papers, but personally I wouldn't choose Bradley for such a prominent position as a dinner speaker. His services to the Society as chairman of its committee on

motion pictures and sound recordings have been absolutely nil. Such recognition might spur him to action. Off hand I must admit I can't suggest a substitute, since the field of motion picture archives as such is small.

If you have speakers unable to come might there be a place for Dr. Robertson on the program? I don't whether those invited would weigh the honor or the burden as heavier, but if the former I think he merits a share.

If Boyd or Coleman should fail you perhaps Crittenden, being chairman of the committee on archival publications, would fit into the session dealing with that topic.

I like the plan for a session on scientific aids. We have a committee on equipment and mechanical techniques which has done nothing, and I am sure there must be some interest in various aspects of that field among a good number of our members. Binkley is chairman of that committee, and I have no doubt he is extremely busy with many commitments.

You have an alternative on foreign journals. Mrs.Palmer and Albrecht are both inexperienced at giving papers, but are both linguists and thorough at their jobs. If I may venture the advice,I think Mrs.Palmer would give you a better paper, partly because her field includes more countries, and partly because Albrecht speaks with a distinct German accent. Neither is probably widely acquainted with foreign journals in general, but Mrs.Palmer would probably make a good survey for you.

A matter of diplomacy. No one would rather give some recognition to Dr. Kenney than I, and he gave us a fine talk last year. I hope he will come and speak this time. There arises a slight question, however, as to whether or not we should give any gesture to the new archivist of Canada Mr. Gustave Lanctot. Probably a special invitation to attend would be sufficient.

A couple of details for the printing of the program. Mr. Connor's title is not Director, but the Archivist of the United States. I believe Capt.Haselden spells his name with an "en," and Dr. Siousat "Siou" instead of "Foui".

About exhibits, I agree with Mr.Kellar's suggestion that Bibliofilm Service and the Documentation Institute should be asked to send them, and add the suggestion that Kimberly should be asked to bring samples of his handiwork.

Mr.Kellar's remarks and mine previously relative to having the Secretary send literature,or rather letters, advertising the meeting raise the whole subject of expense, and in that line it is welcome information from Miss Norton that apparently there is financial advantage to Either the meeting or the Society should pay for those telegrams.

meeting with the Illinois Library Association. She and Miss Rogers evidently plan to send out letters"to all state librarians and archivists." I wonder if that means only state archivists, and how many other persons might be written to from Springfield. I have been planning to send out general letters advertising the Society to a number of persons, maybe two hundred, who are not members. Some of them will be repeats from the larger mailing list I had last year, and many will be names more recently suggested or dug up by myself as chairman of the membership committee. I wonder if it would be practicable for letters to be sent to them from Springfield, using my mailing list in conjunction with the one the Committee on Local Arrangements has, and enclosing membership application blanks which I would send out there. I am about to get some printed up, in the form of a leaflet containing a brief statement about the Society, its constitution, and the blank - similar in form to the newest one used by the American Historical Association. This would save the Society some money, although I am sure that some of the money allowed the membership committee could be thus applied to help the Committee on Local Arrangements. Further, there would it seems to me be an advantage to sending the blanks and the meeting data together, and to pooling our mailing lists. May I hear some reactions to this plan?

Thanks to Miss Norton for the suggestion about Mr.Ralph Hudson, of Oklahoma. I had just received his name, with less information about him, from Mr.Litton of Oklahoma, now on our staff here.

McCain has accepted the chairmanship of the all important Committee on Public Relations, much to my pleasure. Garrison resigned some time ago. He will probably be communicating with Mr.Hughes, a member of the committee, if he hasn't already.

I am glad some one at Springfield can letter the badges. There are some badge manufacturing companies who have been bothering me with delightful propositions, though, that will be disappointed. I am also bothered by sight-seeing bus companies and innumerable hotels in places where we will never meet, and by companies who will sell us flashlights with the name of the Society on them for souvenirs, put on stage shows for us, and provide many other features of undoubted scholarly value.

Your plans are most interesting and encouraging.

Very cordially

Solon J. Buck

June 29, 1938.

Dr. Herbert A. Kellar
Mc Cormick Historical Association
Dutch Inn
Lexington, Virginia.

Dear Herbert:

I am starting this letter while waiting for Miss Rogers to call me to start to Peoria for a conference with Mr. Browning, president of the Illinois Library Association in relation to the convention of that association as it relates to the Society of American Archivists.

Here are my comments to date on the program:

Monday morning. I thought Bemis is at Harvard. Is it Yale?

Monday morning. Classification meeting.
That is of such general interest that I hate to see it a section meeting. Maybe because I am so interested in both these sessions for this morning. But they certainly will start off the meeting "with a bang."

I do not like your splitting the discussion up just the way you have, however. The problems that vex the classifier and cataloger are common to all three types of archives. I think it might be better to have only two papers, followed by much discussion. In other words, I would like to have some one give a clear statement as to some of the pitfalls and problems such as:
How to choose the best departmental entry when your departmental organization changes so rapidly as it does?
What is a series?
What should a catalog contain?
What is the difference between classification and filing?
How much and what kind of information is needed on a catalog card?
Are the editorial rules evolved by the Historical Records Survey applicable and suitable for archival cataloging?
How can these be improved for such use?
To what extent is the archivist justified in disobeying the principle of provenance in order to facilitate reference use? (The sort of thing you are doing in breaking up your correspondence files geographically)

In other words, I would like to see this session a roundtable study of problems - the sort of thing you get at A.L.A. Catalog section meetings. It is time we came down to brass tacks in our discussions, for that is what our

are clamoring for, at least to judge from the questions which come to me.

Monday afternoon. Scientific aids.

See separate sheet relating to Dr. Haselden's book. I would like to hear a paper on other applications of photography to our work besides microphotography. Personally I am getting a little fed up on propaganda for the use of micrography. After all, photostating and the use of photography in detecting forgeries, reading faded copy, etc. still are useful, and I don't believe half of our members have any idea of the application of these things to their own problems. That is why I am urging that Haselden be invited to come, letting him talk on any phase of his work he wishes.

I shall probably give a tea on the roof that afternoon, but we will probably best not mention that in the program but have it come as a natural finish to the tour.

Monday dinner.

Somehow I do not enthuse over the topic motion pictures and sound recordings for the dinner program. I would like to get something on there that Mr. Hughes should hear, but I do not see any better topic. I'll discuss this with Miss Rogers and let you know. Certainly this has a place on the program, though we did have the same paper last year.

Tuesday lunch.

I am afraid we may not be able to have more than the business meeting at New Salem, since the buses charge by the hour - $30 per hour, and six hours! I have not had a change to ask Paul Angle if the Historical Society would pay part of this expense in view of the relative cheapness of a lunch as compared with a dinner. Or we could have the members pay everything on this trip and have the Society give the Tuesday dinner. We wanted especially to avoid having them the host for the Country Club dinner the first night. I think the luncheon the better arrangement, myself. Have you written to Mr. Angle about this?

Wednesday.

The Illinois Library Association is to have its first

session at 11 A.M. Wednesday. We can manage our sessions all right in the morning. We may have a conflict in the matter of space on Wednesday afternoon. I will let you know about that as soon as possible. Of course in the morning we could meet over here, but we certainly cannot in the afternoon. We would have to pay rent if we went to the Leland. Perhaps we can get around it by having the joint luncheon in the Leland arranging to use the space in the afternoon. Until I can give you further information on this, better not plan anything for Wednesday afternoon, unless you can split it into several small sessions. The Abraham Lincoln has one large ball room, one lobby adjoining, called the Palm Room, which would hold about 100 to 150. Then they have half a dozen or so rooms of the same floor holding 50 to 75 at a pinch. I think we can make it but will know better after today.

Dr. Pease sent me an SOS for copy for the announcement, so I sent in what I did. He wanted to get it to the printer last week.

I'll write again in a few days. We certainly ought to draw a crowd with that program. I am afraid it is a little tight, but I think we can make it. Most of the people coming from any distance will have to come the night before, so we can plan committee meetings and the Council meeting for Sunday or Wednesday evening.

Sincerely,

June 30, 1938

Dr. Herbert A/ Kellar
Mc Cormick Historical Association
Dutch Inn
Lexington, Virginia.

Dear Dr. Kellar:

Yesterday Miss Rogers and I went to Peoria to discuss the S.A. A. and the I.L.A. meetings.with Earl Browning, President of I.L.A. Mrs. Browning has been seriously ill and apparently Mr. Browning has not given much thought to his program as yet, and he does not seem to think it necessary to do so this early. He did not seem at all enthusiastic about my proposal for some joint action in the way ofthe luncheon and refused to permit any of the funds raised from I.L.A. exhibits to be used in printing a joint program. So I guess we had better ignore him and go our separate ways.

We cannot afford to print the S.A.A. programs but will mimeograph them if that is satisfactory to you and to Dr. Brooks. We have an art student on the staff who will draw up some attractive cover perhaps in a color and a little heavier than the inside, and mimeograph the inside, stapling it together to a convenient size. We will furnish the paper and the mimeographing.

I find the the Abraham Lincoln will have room for our meetings as the I.L.A. has decided to use a lobby floor room for its meetings and luncheons, so we can have the ball room floor on Wednesday. I think for the time being you had perhaps better just schedule a subscription luncheon for Wednesday noon and plan to run our afternoon schedule right along afterwards as a part of the afternoon meeting. Then if later Mr. Browning does decide he wants a joint luncheon it will not interfere with any program we have.

Mr. Browning wants an afternoon meeting for I.L.A. preceding the dedication, and requests that that be postponed until 4 P.M., so we will have time for our afternoon meeting. You have scheduled a pretty heavy program so it might be as well to go lightly on Wednesday.

I rather expect to serve tea on Monday myself, but I do not know what Mr. Hughes will plan in the way of refreshments, if any, on Friday, so you had better omit the "tea on the roof" after the

dedication. Since our members will have seen the building anyhow they can leave before the tour of the building following the dedication if they want to catch the 6:18 for Chicago.

I have not been keeping Dr. Brooks apprised of what we are doing. I guess I should write him about what the local committee is doing and let you tell him about the program.

My love to Lucille and Her Magesty.

Sincerely,

ILLINOIS STATE LIBRARY
Springfield, Illinois

Superintendent.

June 30, 1938

Dear Dr. Brooks:

Your letter to Herbert Kellar and me came just as I was sealing the envelope containing my other letter. You will pardon me if I just add a codicil instead of rewriting the letter.

I quite agree with you in most of your program suggestions. I have been trying to get the hotel to agree to give us a suite free for the local committee and I hope I can wangle out a room for you. If not, and if we get the local committee room you can probably use that.

I do not think the program has too many of the National Archives group. After all, you are really the only archivists in the country who are able to specialize - the rest of us are jacks of all trades. We look to the National Archives for guidance and I have never heard the slightest suggestion from any of our members that your group is trying to dominate the Society - rather just thankfulness that you are so wonderfully cooperative.

The suggestion that I should preside at the Classification-Cataloging section is out. I shall have too much else to do. And besides, I want, as chairman, to learn, rather than to guide the deliberations of the section. But I have suggested to Herbert that I do not like splitting up the discussion of the subject as he has done. I think we have certain common problems in cataloging and classification no matter what the type of archives it is. Although I have not myself done any committee work for several months, I am now again working on our problems. I do not know how the members of my committee are going to react to my suggestions, but I think most of our purely cataloging problems are well on the way to solution. We are run up against what seem almost insoluble questions relating to classification and since catalog entries are dependent upon classification I want to see a good round table discussion of some of the problems we are running up against. I do not care about what state archives are doing about calendar and index cards, which is really about all their are doing, but I do want to see a discussion which will lay the ground work for some actual experimentations along cataloging lines.

My understanding is that Miss Rogers plans to send invitations to all state librarians and archivists to attend the dedication, and I do not see why any literature you want to enclose could not be sent out from here. I think it would be very fine to have your membership list to use. I will check with Miss Rogers

again to be sure, but I understood that all publicity notices could be sent at our expense.

We attempted to sell the Illinois Library Association on the idea of printing our programs jointly. Their programs are financed from the proceeds from exhibits. Their President said No emphatically to my suggestion. We cannot print the programs for the Society, but we will mimeograph them for you if you would not think that would look too cheap. We have a boy on the State Library staff who has had some art training, and he will make some sort of cover design for us and we can furnish the paper and mimeographing. What do you think of this? If you do not like the suggestion, please feel free to turn it down.

About the badges. I think they will have to be purchased, but Miss Rogers suggests that they be large enough to show clearly the last name and the state, for instance. You know how embarassing it is to try to peer nearsightedly at a tiny badge while you grope frantically for a name. We thought our Carl could letter the name and place in India ink in large letters, and get those for advanced registration ready ahead of time and do the rest as they registered. I do not know yet whether we can furnish the badges. Admission to the Archives Building will be by badge only. In past administrations we were not permitted to spend any state funds for odds and ends of local committee expenses. This time, since it is tied up with the dedication Miss Rogers is trying to arrange it. Such things take time, you know.

Please feel free to make any suggestions and to call on us for anything.

Did I send you the name of the new archivist of Iowa? He is Mr. John F. Porterfield. He succeeds Mr. Stiles who died this spring. If Mr. Stiles was a member, he should be memorialized, for he was the first archivist of the country who grasped the idea that archives are primarily business records rather than historical curiosities, and that archives should be tied up with administration. Personally I owe a great deal to some of the things I learned in several visits to him, though I did not know him well, and I imagine few of our members did. Mr. Porterfield introduced himself to me at the Kansas City meeting and we had an interesting chat. I did not find out whether he is a professional, however.

Sincerely,

June 30, 1938

Dr. Philip C. Brooks, Secretary
Society of American Archivists
Box 1425
Washington, D.C.

Dear Dr. Brooks:

As you doubtless know, Herbert Kellar conferred with Miss Rogers and me in relation to the October meeting while we were at the American Library Association meeting in Kansas City a couple of weeks ago. The program and local committees are now in full flower.

We have arranged with the Abraham Lincoln Hotel for the meeting. This hotel was not my first choice but because it has been chosen also as headquarters for the Illinois Library Association, a much larger group, which is meeting here Wednesday through Friday, we were able to get better cooperation by filling the hotel for a whole week instead of half a week. This is our newest hotel and it is also the closest one to the Capitol grounds - just two and a half blocks east.

According to present plans our first session will start at 10:00 A.M. Monday morning, October 24. Most of our people will probably, on account of connections in Chicago, come in Sunday night or else take the sleeper down. Since our trains run on different schedules in the summer, I did not mention trains in the notice for the July number of the American Archivist.

All our sessions will be held at the hotel with the following exceptions:

Monday night. We hope to arrange to have dinner at the Illini Country Club, followed by a reception and smoker.

Monday afternoon. This session will be entitled "Scientific Aids" and will be held at the Archives Building with demonstrations and a tour of the building.

Tuesday noon we plan a luncheon at the Wagon Wheel Inn at New Salem State Park, followed by a tour of the park. This park, as you doubtless know, is a reconstructed pioneer village, the village in which Lincoln lived the first few years before coming to Springfield. It is about twenty five miles from Springfield. The luncheon and perhaps the trip out will be given by the Illinois State Historical Society

Wednesday afternoon the State will dedicate the Archives Building and those exercises will of course be here at the Building. This will be over in time to let the members take the 6:18 streamliner to Chicago.

There are certain reasons why it is not possible to name the full local committee at this time but Mr. Hughes, Miss Rogers and I are taking care of affairs.

Dr. Tate wrote me some time ago that he was unable to act as chairman of the exhibits committee. I asked Dr. Raney of the University of Chicago Libraries if he would serve and he has consented.

Miss Rogers suggests that since we have ample exhibit space in the building, it might be desirable to invite other archivists to send in exhibits illustrative of their work. I am a little dubious about having them send in copies of manuscripts because I fear people will say (that is, Illinois people), hasn't Illinois enough of its own to show so that it has to borrow? But I do think it might be interesting to have them show methods in exhibits. What do you think of this, and if we do it, should not we ask somebody like Dr. Kimberly to take charge of that? He has promised to talk on the subject of methods so I think he would do the other things too perhaps. You can discuss this point with Dr. Kellar and see what he thinks.

If there is anything which you think of which you would like to have the local committee attend to, please let us know.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent.

McCORMICK HISTORICAL ASSOCIATION
679 RUSH STREET
CHICAGO

Dutch Inn.
Lexington, Va,
July 12, 1938.

Dear Margaret,

Can you serve as Chairman of the Round Table session on "Classification and Cataloging" at the meeting of the Society of American Archivists at Springfield, Illinois, October 24-26, 1938?

I am asking Roscoe R. Hill of the National Archives, C. C. Crittenden of the North Carolina Historical Commission, and Robert H. Shaver of the Historical Records Survey to act as leaders of discussion.

The series of questions which you suggested for the Round Table impressed me as excellent and could be used to make the discussion lively and worthwhile. In fact I think we can make this one of the best sessions of the meeting.

Your cooperation will be appreciated

Yours sincerely
Herbert:

McCORMICK HISTORICAL ASSOCIATION
679 RUSH STREET
CHICAGO

Dutch Inn,
Lexington, Va.,
July 12, 1938.

Dear Margaret,

By the time you receive this, invitations to Chairmen and Speakers for the meeting of the Society of American Archivists will be in the mail. Many have already been sent out.

As soon as I can have a copy made, I will send you the final version of the suggested program. I had two long letters from Brooks which were helpful and of course your own suggestions were also of much aid.

I think we are going to have a good program.

Yours sincerely
Herbert

THE SOCIETY OF AMERICAN ARCHIVISTS

A. R. Newsome, President
University of North Carolina
Chapel Hill

Philip C. Brooks, Secretary
Box 1425, Washington, D. C.

July 12, 1938

Miss Margaret C. Norton, Superintendent,
Archives Division,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

I am sorry that it has taken me so long to thank you for your two good letters of June 30. Since that time I had occasion to talk to Mr. Connor about the program and also to spend some more time thinking about it myself. As a result I wrote Mr. Kellar a supplement to my remarks on the program. I hope very much that they were not so extensive as to dampen the enthusiasm of Mr. Kellar's cooperative attitude. The purport of Mr. Connor's reaction was that the program was too full to allow much opportunity for conversation and that he thought there were too many people from The National Archives on the list. He and I both, of course, submit these only as suggestions and since the Committee was authorized to draw up the program it can do as it sees fit.

I appreciate very much your thinking of arranging a room for my stay in Springfield. Needless to say, I would be most glad to have one provided. If there is only one available, however, perhaps I should defer to Dr. Newsome.

Of course, you may do what you think best ~~for~~ as to presiding officer for the Classification and Cataloging Section. I was not, frankly, well impressed by the idea of having the same person in charge who was in charge of the same session last year lest we set a precedent.

I am glad that you think it desirable to have our material sent out at the same time your invitations go out for the dedication. I should be glad to send you the necessary mailing matter and the list of names. They are not ready now but I am working on them and can have them for you on a couple of weeks notice.

Is it your intention to have a registration fee for the meeting? If so, possibly the cost of the badges could be paid therefrom. I should think it entirely up to the local Arrangements Committee to decide such matters. At the Washington meeting last

year we had what I understood was an unusually low registration fee and still the meeting only cost the Society $3.00.

In regard to exhibits, I think it would be well to emphasize Illinois materials at an Illinois meeting unless some other institutions have methods of particular interest. If Kimberly will consent to take charge of such exhibits, so much the better. Are you interested in simply archival materials of historical interest? An exhibit is being made up here of records in The National Archives illustrating the work of John Hay to be used at Salem, Indiana, at the celebration of his birth. I have consulted nobody on this matter, and am not sure that it would interest you, but if it did, we could, no doubt, have the material sent on to Springfield. Hay's birthday is early in October.

Thank you very much for the suggestion of the name of Mr. Porterfield of Iowa. What is his connection, if any, with the Director of the Historical Memorial and Art Department of Iowa?

Very sincerely yours,

Philip Brooks

THE SOCIETY OF AMERICAN ARCHIVISTS

A. R. Newsome, President
University of North Carolina
Chapel Hill

Philip C. Brooks, Secretary
Box 1425, Washington, D. C.

July 14, 1938

Miss Margaret C. Norton,
Archives Division,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

I am enclosing a blank, which I would appreciate your filling out in order that I may have some official record of the opinions of the Council members as to the advisability of holding a luncheon at Chicago next December in connection with a meeting of The American Historical Association.

I have hoped that we might extend the scope of our relationships by joining with some other group, such as the Political Scientists or the Economists. It does not appear, however, that we have reached the stage yet where we could well propose such an enterprise. We shall have to make sure that they have an interest in archives and this might best be done by trying to have papers read at their meetings on the importance of archives to the Political Scientists, Economists, etc. I am going to sound the possibilities in this regard. For the time being, if not as a continuing policy, it seems to me desirable to carry on the precedent of a conference of archivists at The Historical Association meetings.

The Historical Association meets Wednesday, Thursday and Friday, December 28th to 30th. If we speak now I believe we could arrange any of these dates. We would perhaps get our largest attendance by having our luncheon on the second day. I am not sure who would be best for a speaker and the choice depends to some extent on that made by the Program Committee for the Springfield meeting, October 24, 25 and 26 for dinner speakers. Dr. Sioussat of the Library of Congress and Dr. Leonard White of the University of Chicago, have been suggested to me. If you have any other suggestions, I would appreciate your giving them to me.

Very sincerely yours,

Philip C. Brooks

Enc. 1

July 18, 1938

Dr. Philip C. Brooks, Secretary
Society of American Archivists
Box 1425
Washington, D.C.

Dear Dr. Brooks:

Miss Rogers says we will send out engraved invitations to the meetings, with perhaps a follow-up personal letter, which latter can probably include what you want to send out. I think we can probably send out your material when you think it desirable. Of course we could not pay postage merely to solicit memberships, but if it is tied up with an invitation to attend the meeting I think there would be no question.

It would be better for you to make your own reservation at the hotel and then if we can take care of it otherwise later we will do so.

Dr. Keller has invited me to take the chairmanship of the Cataloging Classification meeting, but as this conflicts with the session on archival training I cannot do it unless the time is changed, for I must keep my finger on what is going on at both sessions. I am working on a tentative code for cataloging to have mimeographed and distributed at the meeting, but we may not be able to agree sufficiently in committee by mail. If we could get anything at all out, before the meeting as a basis for discussion it would help, and I am going to try very hard to do so. It cannot be definitive, but it might be suggestive at least.

I think the registration fee should be up to you. Personally I believe it fairer to charge a registration fee to cover necessary expenses than to take it out of the regular revenue of the Association. Most associations charge $1.00 and that goes al long ways towards giving the local committee a little leeway. As I remember, the fee was $.50 last year. Whatever you say goes.

As John Hay lived in Illinois and has relatives in Springfield now, I think a John Hay exhibit here, either at the meeting or some other time, would be a great interest. It would illustrate one way in which archivists can cooperate in making source material available to all.

It will probably be necessary to hold the Council meeting Sunday night as there seems to be little time during the meeting. Most of the people will make better train connections by coming in

Sunday night(or afternoon) and taking the Ann Rutledge out at 6:18 in the vevening Wednesday. That train connects with trains for New York and Washington, or at least did last Christmas when I went to New York. Why not have the Council meet at my house Sunday night and have a buffet supper? I live only a mile from the hotel (not quite that far), $.25 taxi fare for as many as you can pile into the car. Then we could talk without distractions. Think it over and see what the members want to do.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent.

July 12, 1938

Mr. Herbert A. Kellar
Dutch Inn
Lexington, Virginia.

Dear Herbert:

Unless you do away with the conflict between the Archival Training session and the Cataloging Classification session I would not want to undertake to serve as chairman of the latter. Both meetings are of intense interest to me, and while, as chairman of the Cataloging-Classification committee I ought to attend that meeting, it may seem advisable for me to go to the other one. As you doubtless know, we are contemplating the establishment of some sort of archival training class here, but we are having so much pressure from the library training group that I really ought to watch the discussion at the meeting pretty closely to nudge the right person to say the right thing at the right time. Would there be any possibility of a change in time? I do not feel that I have a right to ask that, but wish it could be done.

Mr. Hughes has told us that he will allow us $100 for entertainment. Miss Rogers and I want to keep it down below that if we can. He will give the smoker, but says he does not feel that he can provide drinks as that runs into money too fast. He has a beautiful home near the Country Club and suggests that he take some of the more prominent men home for a cocktail party later in the evening. Mrs. Hughes and he entertain very graciously and we can fix him up a congenial party when we find out who will come. Mrs. Hughes is going to help us with a tea to be given either Monday or Wednesday. I may decide to serve punch or tea myself Monday afternoon after the close of the building tour, but won't put that down yet.

I am still hoping that we can have several more meetings at the Archives Building. We can if we do not have too big a crowd. It would be desirable to get an advance registration if we can.

We will be unable to print the programs but we will be able to mimeograph them for the Society. We have an artist on the State Library staff who can draw us an attractive cover design. This will help somewhat, I believe, with expenses.

Sincerely

ILLINOIS STATE LIBRARY
Archives Division

Superintendent.

McCORMICK HISTORICAL ASSOCIATION
679 RUSH STREET
CHICAGO

July 18, 1938

Miss Margaret Norton, Archivist
The Illinois State Library
Springfield, Illinois

Dear Margaret:

Enclosed you will find a copy of the suggested program of the Society of American Archivists at Springfield, Illinois, October 24-26, 1938.

Invitations to the chairmen and speakers have been sent out and returns are coming in every day. I will keep you advised of progress.

You will note that in connection with the dinner Monday evening and the luncheon on Wednesday, Mr. Edward J. Hughes is scheduled for short speeches of welcome and also that at the luncheon on Wednesday the Mayor of Springfield and the Archives ~~Builder~~ Architect are scheduled for short talks. Will you and Miss Rogers take care of the invitations to speak to these individuals or do you think it better that I send them invitations? Please let me know about this. I wrote to Mr. Angle and suggested that the Illinois State Historical Society give the luncheon at the Wagon Wheel Restaurant on Tuesday. I will let you know his reaction as soon as I hear from him.

With kind regards, I am,

Yours sincerely,

Herbert.

Herbert A. Kellar,
Chairman of Program Committee

hak/mpw

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MISS MARGARET NORTON, ARCHIVIST=

ILLINOIS STATE LIBRARY SPRINGFIELD ILL=

WILL ARRANGE SESSIONS ON ARCHIVAL TRAINING AND CLASSIFICATION AND CATALOGING AT DIFFERENT TIMES STOP HAVE SPEAKER FOR LUNCHEON AT NEW SALEM SO WILL SCHEDULE BUSINESS MEETING FOR SOME OTHER TIME STOP RETURNS COMING IN MOSTLY FAVORABLE REGARDS=

HERBERT A KELLA.

WESTERN UNION GIFT ORDERS ARE APPROPRIATE GIFTS FOR ALL OCCASIONS

McCORMICK HISTORICAL ASSOCIATION
679 RUSH STREET
CHICAGO

The Dutch Inn
Lexington, Virginia
July 23, 1938

Miss Margaret C. Norton
Superintendent of the Archives Division
Illinois State Library
Springfield, Illinois

Dear Margaret:

As I telegraphed you yesterday, I will place the sessions on Archival Training and Cataloging and Classification at different times. Also to lessen the time spent at the luncheon at the Wagon Wheel Restaurant, I am taking out the business session at that time and will place it elsewhere. This merely leaves the luncheon and a talk by Mr. Pratt, shorter in fact than the business session.

That was good news about the allowance of a hundred dollars from Mr. Hughes for entertainment. The special parties that the Hughes family plan to give and your own social activities sound exciting.

If we can work in more meetings at the Archives Building that will be fine.

The idea of trying to find out the advance registration is excellent.

The suggestion of mimeographing the programs and having the artist on the State Library Staff draw an attractive cover design, in my opinion, pretty much solves that problem.

Returns in answer to requests for chairmen and speakers are coming in each day. I will give you further report on this phase shortly.

Lucile, Alecea and I send our regards.

Yours sincerely,

Herbert

Herbert A. Kellar

hak/mpw

July 26, 1938

Dr. Herbert A. Kellar, Secretary
Mc Cormcik Historical Association
Dutch Inn
Lexington, Virginia.

Dear Herbert:

The program is coming along fine. I notice that you have your presiding officers at least. Thanks for the telegram. I will preside at the Classification-Cataloging section if the time can be changed.

I have not had an opportunity to talk with Miss Rogers about asking Mr. Hughes et al to talk. My guess is that you should write them, reinforced by verbal invitations from the local committee. The men you mention are:

Hon. Edward J. Hughes, Secretary of State

Hon. John W. Kapp, Jr., Mayor of Springfield

Mr. C. Herrick Hammond, Supervising Architect,
Division of Architecture and Engineering,
Department of Public Works and Buildings,
Springfield, Illinois.
(He is the senior partner of Burnham Associates and Hammond with offices in the Burnham Building, La Salle and Randolph, in case you should want to hunt him up)

[redacted]Hughes is a bit gun shy. He does speak well but he prefers to sit back and smile while the other fellow does the talking. I understand Miss Rogers told him she would ask the Governor to speak if he didn't, and you know his reaction to that.

In view of the fact that the Illinois Library Association does not care for a joint luncheon on Wednesday would we want to change the date for these speeches? Or are you counting on it as a part of the dedication.

We have been wondering if our eastern members may not wish to have the dedication over so they can catch the Ann Rutledge out of here at 6:18P.M. This connects with eastern trains on the Pennsylvania and perhaps other roads. If so, we might have to hold the dedication earlier in the afternoon and eliminate the afternoon session. I think I.L.A. wants an afternoon session on Wednesday.

I do not know that I have many comments on the program as outlined. I do want to ask a few questions, however.

Who is D.L.Corbitt of the North Carolina Historical Commission and what is his relation to archival ~~[illegible]~~? Has he taken Dr. Crittenden's place as Secretary? I never heard of him before.

Leslie Bliss told me probably only one could come from Huntington. I am afraid he will come instead of Haselden, and I think Haselden will have more for us than Bliss.

You have got around the Canadian situation very cleverly and I hope both Lanctot and Kenney come.

I am glad you have put microphotography on the dinner program which Mr. Hughes will attend. I know he will be interested and I want a big appropriation for that next biennium. I don't quite get the connection of Mr. Abbott with the subject, but I know there is a reason where you are concerned.

We can if necessary have Dr. Pratt give his New Salem speech as we are going around the park. There is excellent guide service there.

Too bad that Siousat cannot speak. How about Grace Nute for that? Or Blegen? Blegen is a fine speaker. We haven't him on the program. I wish we could work in his Norwegian immigrant song recital at one of the dinners. It is not particularly a pro pos but every one enjoyed it so keenly at MVHA last year that I wish we could stick it in somewhere. Maybe some of the group have heard it before but it will bear repetition.

Mr. Field writes me that you may return to Chicago the first of August. Miss Rogers is to attend the Library Institute at the University of Chicago the first two weeks of August in case you might want to talk over anything with her. I shall be going thru on my vacation August 27-Sept.12. Perhaps I could stop over for an hour or two if you want to see me about anything.

Sincerely,

August 25, 1938

Dr. Herbert A. Kellar
Mc Cormick Historical Association
Dutch Inn
Lexington, Virginia.

Dear Herbert:

We wish to run the program for the Society of American Archivists in the October issue of Illinois Libraries for which copy must be in by September 15. Can you furnish me with an up-to-date copy by that time, please?

Capt. Haselden writes me that he is to be unable to attend. I wrote him and urged him to send on a paper anyhow. Dr. Siousaat refused also, I believe you wrote me. I hope no more of our stars refuse.

I am leaving now on my vacation and will be gone until September 12th. If you are back in Chicago before then I might be able to see you.

We are getting things lined up here but so far do not have a price on the New Salem trip but will get it soon.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

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MARGARET NORTON=

ARCHIVIST ILLINOIS STATE LIBRARY SPRINGFIELD ILL=

WILL SEND COPY OF PROGRAM FOR MEETING OF SOCIETY OF AMERICAN ARCHIVISTS TO YOU ON MONDAY STOP ON WAY BACK TO CHICAGO REGARDS=

HERBERT A KELLAR.

THE COMPANY WILL APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE

McCORMICK HISTORICAL ASSOCIATION
679 RUSH STREET
CHICAGO

September 20, 1938

Miss Margaret C. Norton
Superintendent, Archives Division
Illinois State Library
Springfield, Illinois

Dear Margaret:

Enclosed you will find a copy of the Program which has been arranged for the Meeting of the Society of American Archivists at Springfield, Illinois, October 24 to 26, 1938.

You will note that there is no Chairman indicated for the Luncheon on Monday noon. I expect to have some one for this shortly and will send you the name of the individual as soon as I have it.

I have not as yet written to Mr. Edward J. Hughes about his address of welcome at the Dinner on Monday evening, or to Mr. Hughes, Mr. John W. Kapp, Jr., and Mr. C. Herrick Hammond, about their short speeches at the Luncheon on Wednesday. As I recall it you thought it would be well for me to make the arrangements with them. Please let me know about this at your earliest convenience as I would like to send the letters off to them, if I am to do so, very shortly.

You will also note that there is a session held in the Archives Building at 3 P.M. on Monday and naturally the Dedication of the Building on Wednesday afternoon will also be there. Aside from these two occasions I have no other session at the Archives Building. If you think that one or more of the sessions placed at

the Abraham Lincoln Hotel should be given at the Archives Building, would you kindly indicate which additional sessions might take place there.

Awaiting additional data from the Committee on Local Arrangements and any comments on the Program in general which you may have, I am,

Yours sincerely,

Herbert.

Herbert A. Kellar
Chairman of the Program Committee

HAK:RO

P.S. I returned to Chicago from Virginia on Sunday night and am leading a strenuous life catching up with an accumulation of work awaiting me at the Library.

Copies of this Program have also been sent to Mr. A. R. Newsome, Mr. Philip C. Brooks and Mr. Theodore C. Pease.

H. A. K.

HASKELITE
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FACTORY
GRAND RAPIDS

September 20th,
1 9 3 8

Illinois State Library
Springfield
Illinois

Attention: Miss Margaret C. Norton, Supt.

Gentlemen:

One time when I was down there you mentioned that there would be a national meeting of the Archivistsin Springfield and I believe that this was to be held sometime in October.

Could you give us an idea of the date?

Very truly yours,

HASKELITE MANUFACTURING
C O R P O R A T I O N

H. G. Bersie

HGB:EJE

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McCORMICK HISTORICAL ASSOCIATION
679 RUSH STREET
CHICAGO

September 21, 1938

Miss Margaret C. Norton
Superintendent, Archives Division
Illinois State Library
Springfield, Illinois

Dear Margaret:

I was much interested in the subjects which you outlined in a recent letter relating to a series of questions and ideas which you wish discussed at the Round Table on Classification and Cataloging, of which Session you are Chairman.

I wonder if you would be kind enough as soon as you have opportunity to write to Mr. Roscoe R. Hill, The National Archives, Washington, D. C.; Mr. D. L. Corbitt, The North Carolina Historical Commission, Raleigh, North Carolina; and Robert H. Slover, Regional Director, Historical Records Survey, 303 Kearns Building, Salt Lake City, Utah, indicating what you would like to have brought out at that Session and assigning, if you think best to do so, certain topics to each individual. This suggestion from you I know will prove most helpful as recently I have had letters from both Mr. Corbitt, who is the Editor of the North Carolina Historical Review, and, according to Mr. Crittenden, an authority on classification and cataloging, and Bob Slover, requesting as to how the discussion should be handled.

You have excellent ideas upon this whole subject and I am sure by getting together with your leaders of the discussion we can make the Session on Classification and Cataloging outstanding in the Meeting.

Incidentally, I have some ideas also, and if opportunity permits after the regular discussion, I would like to do some discussing too.

With kind regards, I am,

Yours sincerely,

Herbert A. Kellar

Herbert A. Kellar
Chairman of the Program Committee

HAK:RO

COPY

September 22,
1938.

Dr. Herbert A. Kellar; Sec.,
McCormich Historical Association,
679 Rush Street,
Chicago, Illinois.

Dear Herbert:

Thank you very much for the copy of the program, despite several disappointments you have come out with a very fine program, which I think will be of great interest. Just at present there is nothing I can add for your information. Miss Rogers went to Washington on business last week end, and I doubt if she found time to get in touch with Dr. Brooks. The day she left she showed me proof for a small invitation to the dedication which Mr. Hughes is issuing. Dr. Brooks sent a membership list and to this list we added several people who we thought would be interested. I suppose these cards will be out with in the next week or so.

Mr. Hughes is writing to the list of people, whom you and I suggested for members of the local committee. I do not happen to have a revised list in my office as Miss Rogers took it.

Miss Rogers said she would ask Mr. Hughes to make the address of welcome, and ask him to invite Mayor Kapp and Mr. Hammond to speak. You should also write to Mr. Hughes I should think. If in the mean time you have written them, let me know so I can tell Miss Rogers.

Until we get some idea as to the advance registration, which information the hotel can probably supply, I do not think we will schedule any other session in the Archives Building. If we have a large crowd, and at least half-dozen Archivists have written me that they are coming, I am afraid it would be difficult to seat them here.

Certainly the Monday meeting on Scientific Aids, we must hold in the building. Apparently Mr. Raney had done nothing as yet toward an exhibit. I am writing about this today.

Mr. Kimberly, I assume, is bringing some sort of an exhibit on repair and equipment. I will write him also.

Dr. Brooks said that we might make a charge of registration fee of $1.00. I do not think the cost will amount to that, but it is well to be on the safe side. That will help with the cost of the New Salem trip. As soon as Miss Rogers returns we will get some figers on the cost of the bus to New Salem. I heard that the E Eastern Star here, has made arrangements for a bus load of fot forty persons to go to Peoria and back for an all day session of the Grand Chapter, for $1.50 per. person. I am going to try to find out more about this and we should certainly be able to do better than that for a half day out there.

I will also make final arrangements for the luncheons and dinners and let you know the cost of them. I hope we can get the luncheons for not over $.85, and the dinners for less than $1.50. I am not sure of that. Since we are mimeographing the programs, it will not be n neeessary for me to bother you, unless you wish to be bothered. Of course I will give you any information as to any arrangements we make.

Please keep me informed to any changes, particularly as to the name of the presiding officer for the Monday luncheon.

I can imagine how busy you are with the accumulation of mail you found on your return to Chicago. Are you back for good now, or returning soon to Virginia? I will continue to write to your Chicago address, unless you notify me otherwise.

Sincerely

ILLINOIS STATE LIBRARY
Archive Division

MCN:ED

Superintendent.

September 24, 1938

Mr. H.C.Bersie, Secretary
Haskelite Manufacturing Corporation
208 West Washington St.
Chicago, Illinois.

Dear Mr. Bersie:

The Society of American Archivists will meet in Springfield October 24 to 26, with headquarters at the Abraham Lincoln Hotel. I hope you can attend.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

McCORMICK HISTORICAL ASSOCIATION
679 RUSH STREET
CHICAGO

September 28, 1938

Miss Margaret C. Norton
Superintendent, Archives Division
Illinois State Library
Springfield, Illinois

Dear Margaret:

Since I wrote to you on September 20 there have been some additions and changes made in the Program for the Meeting of the Society of American Archivists. Accordingly, I am enclosing a revised version which, I believe, completes the data to be supplied from this end.

You will note that these changes are as follows:

Samuel F. Bemis, to whom I wrote in July asking him to be one of the Leaders of Discussion at the Round Table Session at 10 A. M., Monday, on "Archival Training", finally came through. It appear that he has been out of the country. Bemis' name has been included in this session and the order changed from Robertson, Crittenden to Robertson, Bemis, Crittenden.

Gilbert J. Garraghan, S.J. (Father Garraghan), of Loyola University, who has done much work in the Vatican and other European Archives, will preside at the 12:30 Luncheon, Monday noon. Also at this Luncheon, Solon J. Buck's designation has been changed to read "Director of Publications".

A. F. Kuhlman has also come through and will read a short paper on "The Problem of a Feasible Plan for Preserving Local Archives and Historical Manuscripts" at the Dinner at 7 P.M. on Monday. I am rather glad to have Kuhlman talk at the Dinner in addi-

tion to Abbott as I have been unable to get an accurate line on whether he is supposed to be a good speaker. I have heard that he is, but in any case I know Kuhlman is good.

At the 1:40 P.M. Luncheon on Tuesday, Harry E. Pratt's designation has been changed to read "Executive Secretary, The Abraham Lincoln Association".

At the session "Special Type Archives", 10 A. M., Wednesday, William D. Overman also replied and I have added his paper entitled "Some Problems in the Preservation of Business Archives". Here you will also note that I have changed the order from Sweet, Edwards to Sweet, Overman, Edwards.

I am sending you the revised Program tonight as I know you will want it, and I am likewise forwarding other copies to Pease and Brooks.

I was much interested in your letter of September 22 and will try to answer it tomorrow. As I recall it there were several points on which you wished replies or comments.

With kind regards, I am,

Yours sincerely,

Herbert.

Herbert A. Kellar
Chairman of the Program Committee

HAK:RO

September 29, 1938

TOURS OF ARCHIVES BUILDING.

There are two efficient tour plans for the Archives Building. #1, which will be followed with Miss Booth's group on Saturday, is used to show non-professionals and others particularly interested in seeing the architectural high-lights of the building. #2 is given to archivists primarily who are interested chiefly in the technical phases of the work, tracing the processes through which the records go in being prepared for use. It is not so good for a large group which may have stragglers.

Route # 1. Meet in 1st floor Lobby
Go through Museum into Reference and Public Catalog Rooms
Through 3d level Archives vault to 1st floor Cataloging and Classification Room
Take staff elevator to Basement
Cross hall to Receiving Room
Recross hall to Photographic Laboratory
Through Photographic and Mending Rooms, to Main Passenger Elevator
Main passenger elevator to 12th level
Departmental vaults on level 12
Pent house and roof
Main passenger elevator to 1st floor

Route #2. Meet in 1st floor lobby
Take main passenger elevator to basement
Through Mending room to Photographic laboratory
Across hall to Receiving Room
Freight elevator to 1st floor
Cataloging and classification room
Through 3d level Archives vault to
Reference room and public catalog room
To Museum
To Lobby.
Main passenger elevator to 12th level
Departmental vaults, pent house and roof
Main passenger elevator to 1st floor

We shall be very glad to have Miss Booth and her party visit us on Saturday October 1.

ILLINOIS STATE LIBRARY
Archives Division

September 30, 1938

Hon. Edward J. Hughes
Secretary of State
State Capitol
Springfield, Illinois.

Dear Mr. Hughes:

Miss Rogers has suggested that there will be certain men at the Society of American Archivists convention whom you will wish to make a special effort to know. Therefore, I have jotted down more or less at random certain salient characteristics of some twenty-five persons whom I think you would like to know. Some are men who have been included because of their obvious importance, others men with special social gifts, some because they are Illinois persons. As you see, I have been somewhat undignified in my descriptions, but I think what I have said may be of interest to you.

When we get the full list of persons to attend, I can doubtless add others for you. These men you should know. I have included no women in this list because I understand it may be the basis for a little get-together meeting. I assure you I am not the only woman archivist, though I am called the "dean of women archivists".

Respectfully yours,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

McCORMICK HISTORICAL ASSOCIATION
679 RUSH STREET
CHICAGO

October 1, 1938

Miss Margaret C. Norton
Superintendent, Archives Division
Illinois State Library
Springfield, Illinois

Dear Margaret:

Answering your letter of September 22, I was interested to note that Miss Helene Rogers had prepared proof for an invitation to the Dedication and that Mr. Philip C. Brooks had sent you a membership list to which the names of other people were being added. Also, that these cards would be out within the next week or two.

Today I received a letter from Mr. Edward J. Hughes, asking me to be a member of the Local Committee, and have sent an affirmative reply. Under separate cover, I have also asked Mr. Hughes to make a short Address of Welcome at the Dinner at 7 P.M., Monday, October 24, and also to say a few words at the Luncheon at 12:30 Noon, Wednesday, October 26.

I note that Miss Rogers will ask Mayor John W. Kapp, Jr., and Mr. C. Herrick Hammond to speak at the Luncheon. Unless requested I will not expect to write to either of them.

Whether to schedule more than one session at the Archives Building is difficult to decide, but I presume it is safest to leave it as we have it, holding only the one meeting, "Scientific Aids", there.

Have you succeeded in getting anything out of Mr. M. L. Raney with regard to an exhibit? I am glad you are writing to Mr. Arthur E. Kimberly to present some sort of an exhibit as well.

Incidentally, please be sure to write to Mr. Roscoe R. Hill, Mr. D. L. Corbitt and Mr. Robert H. Slover, suggesting topics of discussion for the session on "Classification and Cataloging". I have had letters both from Mr. Corbitt and Mr. Slover inquiring as to what subjects you wanted them to talk about. I wrote to both of them that you had a definite program in mind, and that you would write and let them know.

The registration fee, one dollar, is I think entirely fair. Let me know when you have the cost of the New Salem trip. I know that whatever arrangements you and Miss Rogers make about the bus, dinners and luncheons will be satisfactory.

The name of the presiding officer for the Monday Luncheon was included in the final version of the Program which I sent to you on September 28 together with some other changes and additions.

I am not clear in my mind about several things. Does Mr. Brooks or the Local Arrangements Committee propose to issue a preliminary version of the Program to the members and others interested? If so, will it be in mimeograph or printed form and who is taking care of it? Does the data, which I infer Mr. Theodore C. Pease is printing in the issue of the Journal (out October 15), constitute the only detailed advanced notice which is given out about the Meeting? Will there be a final copy of the Program, either printed or mimeographed, given out at the Meeting? If so, I presume this will be taken care of by the Committee on Local Arrangements.

When you have opportunity I would appreciate it if you would let me know your thought on these points as I have some ideas about them but want to be sure of the actual situation before offering any suggestions.

With kind regards, I am,

Yours sincerely,

Herbert A. Kellar
Chairman of the Program Committee

HAK:RO

McCORMICK HISTORICAL ASSOCIATION
679 RUSH STREET
CHICAGO

October 1, 1938

Miss Margaret C. Norton
Superintendent, Archives Division
Illinois State Library
Springfield, Illinois

Dear Margaret:

This morning I received from Mr. A. R. Newsome the title of his Presidential Address. It is "Uniform State Archival Legislation".

This information has also been forwarded to Mr. Theodore C. Pease and Mr. Philip C. Brooks.

With kind regards, I am,

Yours sincerely,

Herbert

Herbert A.Kellar
Chairman of the Program Committee

HAK:RO

ILLINOIS STATE LIBRARY
SPRINGFIELD

EDWARD J. HUGHES
SECRETARY OF STATE AND STATE LIBRARIAN

HELENE H. ROGERS
SUPERINTENDENT OF LIBRARY DIVISIONS

DIVISION SUPERINTENDENTS
MARGARET C. NORTON
ARCHIVES
CHARLOTTE RYAN
EXTENSION SERVICE
HARRIET M. SKOGH
GENERAL LIBRARY

1 October 1938.

MEMORANDUM TO MISS NORTON.

So that plans may be formulated and staff assignments made for the various things that will need attention during the conference of the Society of American Archivists and the Illinois Library Association it seems advisable for us to get together as soon as possible.

Please arrange your work so we can discuss these problems on Monday afternoon, October 3, at a session to begin at 2:00 P. M., my office.

Helene H. Rogers
Superintendent Library Divisions
ILLINOIS STATE LIBRARY

HHR VD

WORKS PROGRESS ADMINISTRATION
SPONSORED
FEDERAL PROJECTS
433 EAST ERIE STREET
CHICAGO, ILLINOIS
PHONE: DELAWARE 1123

October 3, 1938

Miss Margaret C. Norton, Sup't.
Archives Division
Illinois State Library
State Archives Building
Springfield, Illinois

Dear Miss Norton:

I inclose herewith a business card of Mr. D. F. Noll, who is connected with the Folmer Graflex Corporation, and also a film which was processed at my request of a full newspaper page. Mr. Noll is pioneering micro-film work in these middle western states and I advised him of the coming meeting of the Society of American Archivists and suggested that it would be a very likely place to advance his ideas. He expects to come to Springfield in the very near future and I asked him to call on you.

I received a memorandum from Blood containing some comments with respect to our Stephenson County roster of county officials, which comments would apply equally to the Logan County Inventory which was recently forwarded to you. We will be very glad to change the location and description of the sources from which this list of officials were taken. I wish to add, however, that we quoted in these publications the references exactly as they were submitted from our Springfield office.

I received an invitation from Mr. Hughes, as Chairman of the Committee of Local Arrangements for the meeting of the Society of American Archivists, to assist him in this work. I was very happy to accept this commission and if there is anything I can do either here or in Springfield do not hesitate to call upon me.

Sincerely yours,

Howard E. Colgan

Howard E. Colgan
State Director and
Regional Supervisor
Historical Records Survey

HEC:MB

October 3, 1938

Dr. Herbert A. Kellar, Secretary
Mc Cormick Historical Association
679 Rush Street
Chicago, Illinois.

Dear Herbert:

Affairs are rounding out nicely here for the program. Here is a report from the local committee:

A mimeographed preliminary program will be sent to all members probably by the end of the week.

The program will be printed.

The local committee has been appointed in accordance with the preliminary list you and I worked out.

Miss Rogers wants you to write to Mayor John W. Kapp and Mr. C. Herrick Hammond inviting them to speak at the luncheon. Mr. Hammond can probably most quickly be reached at his Chicago office, Burnham Associates and Hammond, Burnham Building, 160 N. La Salle St.

The hotel told me this morning no reservations had been made, or at least only a few, for the archivists, but several have written me they were coming who have not made reservations. I suppose these will come in when the preliminary programs reach them.

The luncheons will be $.85 including tips; the dinners $1.50 including tips; and the New Salem trip $1.00 if we go only to New Salem, $1.25 if we include a trip to the Tomb, the Home and the Lake. If we did the latter it would have to be put at the end of the trip. The price is conditioned upon our having bus loads of twenty each. We are selling tickets ahead of time so can arrange it. The odd ones will probably go by car.

At present we are scheduling the Monday and Wednesday meetings at the XXXXXXXXXXXX hotel, the other meetings at the building because so many people have complained that at most meetings they do not have enough time to see the building housing the host department, which is what they want to see. I think we can take care of the crowd unless it is over 100 since the meetings are split.

Since most of the people will have to come in Sunday night as there is no morning train Monday getting here before noon, we will set up a registration desk Sunday afternoon.

Dr. Raney has not replied to either of my letters asking him about an exhibit, though he faithfully promised me one and wrote it down in his little book at Kansas City. Dr. Kimberly has not replied either, though he promised the two of us at Philadelphia. He did write some time ago, you remember, saying he would be too busy to do the one on microphotography. I have asked Mr. Barrows, the Virginia man who has invented a smaller laminating machine to send a model or literature. He has sent some photographs but I have not heard what he intends to do. Of course we can demonstrate the cleaning here because we have a machine just like the National Archives cleaning machine. Our fumigating man is coming and probably the Globe Wernicke man and I hope the Art Metal man Mr. Lombard will come.

I have already written to the discussion leaders on the Classification and Cataloging conference but I am afraid my suggestions were not worth much. What I want to find out is what the members want the committee to do.

In addition to the mimeographed progam a News Letter will be sent out to members early next week. Invitations have been printed also and are to be sent out this week. This should have been taken care of some time ago but that was not taken care of owing to circumstances outside my control.

If you think of anything else, please let me know. I think everything had been taken care of pretty well on arrangements.

Sincerely,

McCORMICK HISTORICAL ASSOCIATION
679 RUSH STREET
CHICAGO

October 5, 1938

Miss Margaret C. Norton
Superintendent, Archives Division
Illinois State Library
Springfield, Illinois

Dear Margaret:

Your letter about Local Arrangements came this morning and was read with interest and pleasure. You and Miss Rogers have done a fine job.

I note that a mimeographed preliminary Program will be sent to all members probably by the end of the week, and also that the final Program will be printed.

May I ask, in sending out the preliminary edition of the Program to the members of the Society, that you make sure all those mentioned therein receive a copy. It is possible that there are some individuals on the Program who would not receive it under head of membership in the Society.

I am glad to know that the Local Committee has been appointed.

Letters to Mayor John W. Kapp, Jr., and Mr. C. Herrick Hammond, inviting them to speak at the Luncheon, will be sent out today.

I am not surprised that there are not more reservations at the Hotel at this stage of the game. Not until the members have received the Program will very many come in; after that you may have a flock of them.

The prices for the Luncheons, Dinners and the New Salem

Trip impress me as very reasonable. I do not think anyone could object to them.

I am much interested in the question as to what sessions should be scheduled at the Hotel and which at the Archives Building. It is difficult to know what is best to do. It has been my observation that in addition to the group that you speak of who would like to have ample opportunity to see the new Archives Building, and it is certainly something to see, there will also be others who will want to sit around the lobby of the Hotel and smoke and talk. If sessions are at the Hotel, where they are easily got at, they will be attended quite well. If individuals have to go out of the Hotel, some of them will not take the trouble to attend the sessions. Of course if we have a large crowd, say a hundred or more, it will not make a great deal of difference because there will be enough to attend the sessions wherever they are held, and still provide opportunity for others to sit around at the Hotel. With a smaller crowd we will want as many as possible to attend the sessions. My feeling at the present time is that it would be wiser to leave the location of sessions as I had scheduled them—the 3 P.M. session on Monday in the Archives Building and also the Dedication on Wednesday afternoon. In addition it might be well to schedule another session at the Archives Building, say the one on "Classification and Cataloging" at 10 A.M. on Tuesday. Aside from that I believe it would be best to leave the other sessions at the Hotel. I think those interested in the Archives Building will arrange to see it regardless of where we have the sessions.

In view of the transportation situation, setting up a registration desk on Sunday afternoon is an excellent idea.

If you have no objections, I will stir up both Raney and Kimberly and endeavor to see that they carry out the promises they have made.

I would not be concerned about the session on "Scientific Aids" on Monday afternoon at the Archives Building, as I know we can make it a good one.

I am glad that you have written to the Discussion Leaders on "Classification and Cataloging". The suggestions which you made about this session in a letter you wrote to me some time ago struck me as interesting, and I have no doubt that the Discussion Leaders will also find them provocative of thought.

The word about the News Letter and the Invitations was excellent.

I will let you know what I find out from Raney and Kimberly.

With kind regards, I am,

Yours sincerely,

Herbert.

Herbert A. Kellar
Chairman of the Program Committee

HAK:RO

October 7, 1938

Dr. A.R.Newsome, President
Society of American Archivists
University of North Carolina
Chapel Hill, North Carolina.

Dear Dr. Newsome:

The Abrahaman Lincoln Hotel is furnishing a suite of sitting room and two bedrooms for Dr.Brooks and you, so if you have made a reservation you can cancel it. They first talked of giving us only one room but we persuaded them we knew what was becoming to a convention.

We had hoped to have the preliminary programs out today but they have not yet come from the Mimeograph Department. The envelopes are all out and we shall be ready to ship them out as soon as we get the fillers. The Secretary of State is issuing a printed invitation to the dedication of the Archives Building also, and we are getting good Illinois publicity.

I presume Dr. Kellar and the Secretary are keeping you apprised of all plans. The local committee has things well in hand. We are issuing printed programs as well as the preliminary programs. Badges have been ordered, dinners and luncheons arranged for, a contract with the bus company for the New Salem trip, etc. We will write place cards for the dinners if you will indicate to us what is wanted. I suppose that cannot be done until people get here and you know for sure who is coming. Please contact me about the local people who are to be invited to sit at the speakers' table because diplomatic relations are strained in certain quarters and we shall have to be careful.

If there is anything which we can do to further your plans for the meeting, please let me know.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent.

THE COMPANY WILL APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE 1201-S

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R. B. WHITE, PRESIDENT — NEWCOMB CARLTON, CHAIRMAN OF THE BOARD — J. C. WILLEVER, FIRST VICE-PRESIDENT

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DL = Day Letter
NM = Night Message
NL = Night Letter
LC = Deferred Cable
NLT = Cable Night Letter
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Received at State Capitol Building, Springfield, Ills. 1938 OCT 8 AM 11 43

NG35 18 DL=CHICAGO ILL 8 1040A

MARGARET C NORTON=

ARCHIVES DIVN=

MINUTES IN TRANSIT

FULL-RATE	DAY LETTER

MR HAMMOND AND MR KAPP HAVE ACCEPTED INVITATION TO SAY A FEW WORKS AT NOON LUNCHEON OCTOBER 26TH=

HERBERT A KELLAR.

26.

THE QUICKEST, SUREST AND SAFEST WAY TO SEND MONEY IS BY TELEGRAPH OR CABLE

ILLINOIS STATE LIBRARY
SPRINGFIELD

EDWARD J. HUGHES
SECRETARY OF STATE AND STATE LIBRARIAN

HELENE H. ROGERS
SUPERINTENDENT OF LIBRARY DIVISIONS

DIVISION SUPERINTENDENTS
MARGARET C. NORTON
ARCHIVES
CHARLOTTE RYAN
EXTENSION SERVICE
HARRIET M. SKOGH
GENERAL LIBRARY

8 October 1938.

MEMORANDUM TO MISS NORTON.

Which menu would you prefer for the Archives Dinner, Tuesday night, October 25, Abraham Lincoln Hotel.

Hagers

Supt.Library Divisions
ILLINOIS STATE LIBRARY.

October 10, 1938

Dr. Herbert A/ Kellar, Secretary
Mc Cormick Historical Association
679 Rush St.
Chicago, Illinois

Dear Herbert:

Owing to an error only 200 copies of the preliminary program were mimeographed so we sent those out Saturday and the rest are promised for today. I am sorry we were so slow but it coudd not be helped because of this being the rush season over in the Secretary of State's Mimeograph Department. We are sending out 575 preliminary programs and news letters and will mail another news letter before time to leave for the meeting.

I received your wire about Mayor Kapp and Mr. Hammond so that is all set.

We have also arranged to have all the meetings except those for the first day held at the hotel, but did not get your letter in time to make the change on the preliminary program. I think I shall announce a regular office hour on the program for early mornings and then I won't be tied up here with people wanting to see things during the programs. It is pretty hard for the local committee to be in two places and while it sounds conceited to announce an office hour, it is the only way I can see to ensure that some one will be here if people come.

So far I have heard nothing from either Kimberly or Raney.

If there is anything not covered in my letters or if you think of any suggestions, please let us know.

For the dedication we plan to have Mr. Hughes make the chief address, on the significance of the building, then ask Dr. Connor, Dr. Newsome and Mr. Browning (President of Ill. Library Association) to speak. We shall multigraph these programs separately., Should they also be included in our printed program? I am getting the copy ready for the printed program so if there are any changes please let us know by the end of the week, if possible.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

ILLINOIS STATE LIBRARY
SPRINGFIELD

EDWARD J. HUGHES
SECRETARY OF STATE AND STATE LIBRARIAN

HELENE H. ROGERS
SUPERINTENDENT OF LIBRARY DIVISIONS

DIVISION SUPERINTENDENTS
MARGARET C. NORTON
ARCHIVES
CHARLOTTE RYAN
EXTENSION SERVICE
HARRIET M. SKOGH
GENERAL LIBRARY

11 October 1938.

MEMORANDUM TO MISS NORTON.

We are addressing the invitations for the two conferences and the dedication of the Archives Building. Would you jot down and send to me within the next few days the names of the persons to whom you would like invitations sent.

Superintendent Library Divisions
ILLINOIS STATE LIBRARY.

McCORMICK HISTORICAL ASSOCIATION
679 RUSH STREET
CHICAGO

October 11, 1938

Miss Margaret C. Norton
Superintendent, Archives Division
Illinois State Library
Springfield, Illinois

Dear Margaret:

Your letter of October 10, 1938 arrived this morning.

I note that 200 copies of the Preliminary Program were sent out Saturday, and that the rest will go out Monday or Tuesday. As far as I can see there is no need to be concerned about the delay in getting these in the mail. You have done your very best to get them out as soon as possible and that is all anyone could do.

Since sending you a wire about the acceptance of Mayor John W. Kapp, Jr. and Mr. C. Herrick Hammond, I have also received a letter from Mr. Edward J. Hughes, saying that he would be glad to talk at the Dinner on Monday evening and also say a few words at the Luncheon on Wednesday.

With regard to the question as to which sessions should be held at the Archives Building and which at the Hotel—that is a difficult matter to decide. I think on the whole it would be best to have most of them at the Hotel, but at the same time I feel that a reasonable number should also be held in the Archives Building.

It seems to me a very sensible thing for you to announce a regular office hour. There are going to be many, many demands

upon your time at the Meeting and to handle it in this way will, I think, prove more satisfactory for you and also a convenience to those attending the Meeting.

I was interested in the plans you outlined for the Dedication. They sound excellent. It would not prove practical, I believe, to give the details of the Dedication in the text of our Program. What has been stated about the Dedication seems to me sufficient. On the other hand the Dedication is an event of much importance, and I think it would be entirely proper in every way to insert a copy of the detailed program of the Dedication between the leaves of the Program of the Archivists Meeting or to hand them out together at the Meeting. Could not copies of the detailed program of the Dedication be sent out with the second News Letter to which you refer?

One thing I would like to suggest is that enough copies of the Dedication Program and the Program of the Meeting be printed. I feel you will probably have use for them during the days of the Meeting both at the Archives Building and at the Hotel.

I was much pleased with the Tentative Program for the Meeting and the accompanying News Letter. Together they give details about the Program and the arrangements for the Meeting -- in fact provide just exactly the sort of information which individuals, who wish to attend, want to know in advance. Incidentally, the appearance of the mimeographed program is very good.

If thereare any changes for the printed Program, I will let you know toward the end of the week.

With kind regards, I am,

Yours sincerely,

Herbert.

Herbert A. Kellar
Chairman of the Program Committee

HAK:RO

McCORMICK HISTORICAL ASSOCIATION
679 RUSH STREET
CHICAGO

October 12, 1938

Miss Margaret C. Norton
Superintendent, Archives Division
Illinois State Library
Springfield, Illinois

Dear Margaret:

I sent off a letter to Mr. Kimberly today calculated to stir him up and I have no doubt he will bring a satisfactory exhibit.

I also talked with Mr. Raney over the telephone and he told he he would like to have exhibits by three different organizations at the Meeting to illustrate his talk.

The exhibit from the Society for Visual Education, 327 South LaSalle Street, Chicago, he will arrange for himself. In the case of the other two he asked that we obtain the exhibits. One of these is the Recordak Corporation, 137 North Wabash Avenue, Chicago, and the other is the Folmer Graflex Corporation, Rochester, New York.

Inasmuch as time is short, I have taken the liberty of making arrangements with these last two Corporations from here. I know you will not mind and this will relieve you of some detail.

Tomorrow I have an appointment with Mr. Stanley S. Kershaw, of the Recordak Corporation, regarding a Recordak Reader which Mr. Raney wants, and today I have written to Mr. A. R. Barker, Chief of the Photo Record Department, Folmer Graflex Corporation, regarding the securing of a Camera, Cradle, Photo

Compresser and Argus Microfilm Reader. If these Firms come through, and I believe they will, we will have a good exhibit for the Meeting.

With kind regards, I am,

Yours sincerely,

Herbert.

Herbert A. Kellar
Chairman of the Program Committee

HAK:RO

THE UNIVERSITY OF NORTH CAROLINA
CHAPEL HILL

DEPARTMENT OF HISTORY

October 13, 1938

Miss Margaret C. Norton,
Superintendent Archives Division,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

I appreciate your letter of October 7 indicating that you have about everything shaped up for the meeting. It is quite nice of the Abraham Lincoln Hotel to furnish the generous suite for Dr.Brooks and me. I am convinced that we have the very best chairman of the committee on local arrangements that any society could have. The program and everything that I hear indicates an impressive and interesting annual meeting. I have not yet looked into the schedule, but shall plan to arrive in time for the Sunday evening Council meeting which I take it still stands.

I am willing to trust implicitly your judgment about place cards and the persons to be invited to sit at the speaker's table. I take it that those things are matters that are within the province of the local committee. Certainly they should be. You know the local diplomatic situation and will deal with it in fine style.

I am looking forward with great pleasure to seeing you again and also your new building.

I thank you again for your good offices and ministering care in relation to the comfort of the Secretary and President.

Sincerely yours,

A. R. Newsome

THE COMPANY WILL APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE

1250-J

CLASS OF SERVICE

This is a full-rate Telegram or Cablegram unless its deferred character is indicated by a suitable sign above or preceding the address.

WESTERN UNION (20)

R. B. WHITE, PRESIDENT
NEWCOMB CARLTON, CHAIRMAN OF THE BOARD
J. C. WILLEVER, FIRST VICE-PRESIDENT

SIGNS

DL = Day Letter
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Ship Radiogram

The filing time as shown in the date line on full-rate telegrams and day letters, and the time of receipt at destination as shown on all messages, is STANDARD TIME.

Received at

CA250 71 DL=CHICAGO ILL 15 1125A 1938 OCT 15 PM 12 21

MARGARET C NORTON,SUPT ARCHIVES DIVISION=
ILLINOIS STATE LIBRARY ARCHIVES BLDG SPRINGFIELD ILL=

DR C C CRITTENDEN WROTE ME SEVERAL DAYS AGO HE WOULD BE UNABLE TO COME TO SPRINGFIELD FOR THE ARCHIVES MEETING. HIS PLACE AS LEADER OF DISCUSSION IN SESSION ON ARCHIVAL TRAINING WILL BE TAKEN BY W EDWIN HEMPHILL ACTING ARCHIVIST UNIVERSITY OF VIRGINIA LIBRARY. DOCTOR HEMPHILL IS TAKING CAPPON'S PLACE AT VIRGINIA WHILE CAPPON IS ON LEAVE WRITING A BOOK. PLEASE SUBSTITUTE HEMPHILL'S NAME FOR CRITTENDEN'S ON THE FINAL PROGRAM. =
HERBERT A KELLAR.

Charge Bus
to 2:93

$ 3.26
20
6 5.20

22
2
20

Wagon wheel — Check angle

Owen, Mrs Ora —
Owen cafe

3.10
30
93.00 Bus

THE QUICKEST, SUREST AND SAFEST WAY TO SEND MONEY IS BY TELEGRAPH OR CABLE

THE SOCIETY OF AMERICAN ARCHIVISTS

A. R. Newsome, President
University of North Carolina
Chapel Hill

Philip C. Brooks, Secretary
Box 1425, Washington, D. C.

October 17, 1938

Miss Margaret C. Norton,
Archives Division,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

I have just heard from Mr. Brooks that the Sunday night Council meeting has been cancelled. He suggested a Monday morning breakfast meeting in our hotel suite. I authorized him to issue such a call if it seemed wise, and to ask you to make the necessary arrangements with the hotel. Perhaps you will be hearing from him in a day or so.

My tentative plans are to leave here Friday afternoon on a more or less leisurely automobile trip to Springfield. Unless something prevents, I am counting on Mrs. Newsome to take the trip with me.

Sincerely yours,

A. R. Newsome

A. R. Newsome

317 So. 7th St.
Y. M. C. A. Bldg.
Oct 19- 1938.
Springfield, Ill.

Dear Miss Norton:

I would like very much to offer to you the service of our organization - The Springfield Guide & Tour Service on next Wednesday afternoon at the dedication service of the new State Archive Bldg. Our guides will be very pleased indeed to act as escorts to persons or groups in taking them through the bldg and give short informal talks as to the bldg and ect.

We will march to the Archive Bldg

#2.

me a body and will be at your service the entire afternoon I will appreciate it very much if you will let me hear from you as soon as possible in regard to all details and matter as to the Educational Service.

Yours sincerely

G B Johnson, Director
Safety Guide & Tank Service
Y M C A.

Tel- M. 4430.

ILLINOIS STATE LIBRARY
SPRINGFIELD

EDWARD J. HUGHES
SECRETARY OF STATE AND STATE LIBRARIAN

HELENE H. ROGERS
SUPERINTENDENT OF LIBRARY DIVISIONS

DIVISION SUPERINTENDENTS
MARGARET C. NORTON
ARCHIVES
CHARLOTTE RYAN
EXTENSION SERVICE
HARRIET M. SKOGH
GENERAL LIBRARY

22 October 1938.

MEMORANDUM TO MISS NORTON.

In order that tickets for the dinners are given to the guests for the annual banquet on Tuesday night, would you assume the responsibility of seeing that "guest" tickets for Mr. and Mrs. Hughes are secured from Miss Skogh and sent to them in time enough befor the dinner?

Also, if there are any other guests to be seated at the Speaker's table will you take care of the tickets for them.

It is my suggestion that these tickets have written across the face of them "Guest" so there will be no misunderstanding as to who they are for.

HHR VD

Supt.Library Divisions
ILLINOIS STATE LIBRARY.

November 15,
1938.

Dr. M. Llewellyn Raney, Director,
University of Chicago Library,
Chicago, Illinois.

Dear Dr. Raney:

We greatly appreciated the exhibit on micro-photography which you brought for the meeting of the Society of American Archivist. Winnifred VerNooy took back the parts of the exhibits you left here so I could examine in more details, I hope it all came back safely. I do not think any one could get up into that room to made way with any of it before I took it down. The members were all very much interested in what you said and I hope the manufacturers take to heart your constructive criticism. I expect to be in Chicago for the American Historical Association meeting and perhaps part of the mid-winter meeting of the A.L.A. I hope I can squeeze in a little time to visit the laberatory.

Sincerely

ILLINOIS STATE LIBRARY
Archives Division

MCM:ED

Superintendent.

The University of Chicago

The University Libraries

OFFICE OF THE DIRECTOR

Oct. 19 38

Dear Miss Norton,

I'll start a parcel of illustrative material off to you tomorrow morning and bring along with me a large folder illustrating the filming of newspapers.

I come by the Alton, arriving at 11:45 and start back at 5:00 or 6:18, since I am hard pressed for time here.

Sincerely,

W L Ramey

Miss Margaret C. Norton, Superintendent of Archives,
Illinois State Library,
Springfield, Ill.

HISTORICAL RECORDS SURVEY--ILLINOIS, 1938

January 8, 1938

Mr. Howard Colgan, State Director
Historical Records Survey
Works Progress Administration
433 East Erie St.
Chicago, Illinois.

Dear Mr. Colgan:

Have you prepared the proposed local project for WPA workers to do our inventories under your supervision? Miss Rogers asked me to write you that we are anxious to get that through as soon as possible as the acceptance of the building is imminent and we ought to have the workers on the job before the departments want to start moving.

Miss Rogers was also interested in that joint cataloging proposition Dr. Binkley is urging on us, but wants of course to have full data before her and to discuss it with you.

I was hoping that you would be down this week, but I suppose that like the rest of us, the absence while you were at Philadelphia meant that you returned to a desk piled high. However, we do hope to see you here soon.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent.

WORKS PROGRESS ADMINISTRATION
SPONSORED
FEDERAL PROJECTS
433 EAST ERIE STREET
CHICAGO, ILLINOIS
PHONE: DELAWARE 1123

January 13, 1938

Miss Margaret C. Norton
Superintendent, Archives Division
Illinois State Library
Springfield, Ill.

Dear Miss Norton:

This will acknowledge your letter of January 8th with reference to our plans and our discussions in Philadelphia.

True, I did return to find a considerable volume of work here and I was delayed by a two day visit in New York City examining the project there.

I have been awaiting the return of Mrs. Florence Kerr, the regional director of Women's and Professional projects in these thirteen middle western states, before proposing a number of local projects in this region, among them the project for inventorying state archives and American Imprint survey in this state. Mrs. Kerr has been out of the state for almost the past six weeks and is returning to her duties here, I understand, today. I propose to have a long talk with her tomorrow. There is no doubt in my mind but that we can accomplish what you would like with reference to the survey of state archives. There is of course the element of time involved in having a project approved and time is the essence of your need in this matter. I am prepared, however, to assign a considerable number of my entire downstate staff to the Springfield office for the work of surveying state archives until such a time as a local project might be approved. I am willing, if such a project should not be approved to carry on the work of surveying state archives on this project.

Referring to the Union Catalogue project, I discussed such a project with Mrs. Mary Gillette Moon, the state director of Women's and Professional projects in Illinois, before I saw you in Philadelphia. Binkley had sent me the literature on such a project disclosing the technique, etc. which was used both in Vanderbilt's project in Pennsylvania and the similiar project in the Cleveland metropolitan area. Mrs. Moon, on my return, advised me that the libraries in Chicago were not interested in such a project. I make no reflection whatever on Mrs. Moon as she is a most intelligent capable and extremely fair minded lady, but I cannot help but think that her assistants did not properly present the project to these libraries. It may be that the magnitude of a project of this kind would frighten various libraries, but in my opinion, this project is one of the most worthwhile white colar projects that I have examined.

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PHONE: DELAWARE 1123

Dr. Evans is even so interested in promoting this type of educational project, and I assure you he seeks no credit for himself nor does he wish to grasp control of the administration of such projects, that he has offerred to come out to the middle west or wherever the proper spade work can be accomplished and attempt to close the projects with the interested institutions. I shall be very happy to discuss with you and Miss Rogers, or anyone else, ideas on this subject.

Referring again to the survey of state archives, it was not my idea that you wished concentrated work on the state archives prior to moving in the new building. I have made all plans to move a fair sized quota of workers into Springfield and have made plans for the closing of the out-state offices as soon as entrance is permitted in the new building. But until we do move in I have no place to house the workers and it would be very difficult to properly organize the work. I am wholly receptive to any suggestion you have to offer to overcome this obstacle and to start the work immediately if you wish to.provide a plan of procedure. However, with the entrance into the new building so close at hand, I am inclined to think it a better procedure to thoroughly organize the work of surveying state archives and thereby save a great deal of wasted effort. I rely on your counsel in this matter, however.

I received a letter today from Mr. Hughes office stating that he had been ill, which news I was very sorry to hear. I had sent him a copy of the Carroll County Archives showing the type of work we were doing and advised him that when Dr. Evans submitted a list of depositories for copies of the inventories that I would withhold a supply for the state library. Up to the present time, however, I have not received this letter and I am happy to present two of these books to you and if you need more I will be glad to supply them. The cover is a bit gaudy, but it was the free work of the Illinois Art Project for which I was very grateful. It should not detract from the contents of what I hope will be a contribution from Illinois.

The editing office here is now working at full speed and we have at least a dozen inventories finally ready or in process of publication.

I shall be in Springfield in the very near future after conferring with the regional WPA office here.

May I again thank you for your kind interest and support in the work we are doing in this state.

Very sincerely yours,
Howard E. Colgan
Howard E. Colgan, State Director &
Field Supervisor

HEC:MB

January 17, 1938

Mr. Howard Colgan, State Director
Historical Records Survey
Works Progress Administration
433 East Erie St.
Chicago, Illinois.

Dear Mr. Colgan:

Thank you very much for the copies of the Carroll County inventory. I have not had time to look them over critically yet, But from a superficial study I should say that they are just what we want. Certainly you got a much neater and more attractive makeup than most states. In fact, this is one of the best pieces of mimeographing I have seen from any state, and as you know, I am getting in a good many of the inventories.

We are very busy right now with the preliminaries to moving into the new Archives Building. The keys were turned over to me today and we have taken over maintenance of the building, but the actual moving will not start for several days yet. I think you can bring in your people and set up housekeeping anytime now after about the first of next week.

The inventories which I want taken for the State are not inventpries to be taken as records are brought into the building, though there will be checking of that sort too, but inventories upon which the various state departments will base their requests for space in the building. It is for that reason that we are all so anxious to get the inventory work started. I hope you will be down soon so that we can discuss that on the spot and with some of the interested department heads. Their desire to set up projects of their own to do this under my supervision or their own is what I am holding back on, and the reason why I am so anxious to get your workers here. I think we may as well wait now until you get moved in here.

Miss Rogers is as I predicted, very much interested in the cataloging project, but as she said this noon, it is something which will take considerable preliminary thought as to its various ramifications.

Mr. Hughes is much better and we expect him home in a couple of days. At his request I have drafted a letter to Harry L. Hopkins endorsing the project and commending its helpfulness to us. If he approves and sends out my draft, I will see that Dr. Evans and you receive copies.

I have temporarily mislaid your letter so do not know whether

I have answered all your questions. If I have not, that is all the more reason why you should be coming down to see us soon.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent.

FHRS

January 17, 1938

The Honorable Harry L. Hopkins
Works Progress Administration
Washington, D. C.

My dear Mr. Hopkins.

The first Illinois volume of county inventories issued by the Historical Records Survey of the Women's and Professional Division of the Works Progress Administration has just come to my desk. I make this the occasion to extend to you my thanks for the splendid cooperation which this organization has been giving to the State of Illinois during the past two years.

Illinois has long range plans for the care of its State and local archives. Our budget is limited, however, and our program would be almost impossible of realisation without the assistance of some such organization as the Historical Records Survey. The program formulated by Dr. Luther H. Evans, National Director, dovetails perfectly with our own plans.

As the first step in the Illinois program we are now moving into a new $800,000 State Archives Building. Our Archives staff is small and without the aid of the Survey workers, who are now making the necessary preliminary inventories, it would be impossible to move the vast quantity of records without serious delays and severe disruption of the efficiency of the departments concerned.

A second feature of our program is work with county records. In Illinois it so happens that our older counties which are richest in historical records are now the poverty stricken areas of the State. The danger of destruction of these records is so great and the county seats so inaccessible to students that the State proposes to make microphotographic copies of all important county historical records. This presupposes an inventory such as the Historical Records Survey is now making. Incidentally, the relief worker assigned to assist in this photographic project, a man with no previous photographic experience, has made himself so proficient in this work that I have appointed him to the newly created position of Photographer in the Illinois Archives Division of the State Library.

Under our Illinois law no records may be destroyed without specific enabling legislation. The tremendous increase in the bulk of records being produced today makes it impossible for either the State or the counties to preserve all records. This impossibility of providing adequate storage space has resulted in considerable illegal destruction

of records, particularly by the counties. The inventories being made by the Historical Records Survey now make possible for the first time a scientific study of the whole question of record destruction. If, as seems likely, this results in adequate and sensible legislation permitting necessary reduction in the bulk of records, this one use of the inventories may prove the most important contribution of the Survey.

The fact that the workers are local people, for the most part previously uninterested in archives, means that in each community there is now a small group proselyting for better care of its archives. The interest of these workers is attested from interesting correspondence with many of them, correspondence initiated by the workers themselves. If the tragedies of inadequate documentation experienced by today's applicants under the social security laws are not repeated in the next generation, I think that will be due quite largely to the groundwork laid by the Historical Records Survey.

I could write much more about the value of your Historical Records Survey to our own work. I am very happy that my early endorsement of the project to all Illinois county officials has been not only justified, but that the Survey has made itself so invaluable to us that we feel any curtailment of its activities in the near future would be a handicap to us. I take great pleasure in extending to you congratulations upon the success of the Historical Records Survey, and pledge to you our continued whole-hearted cooperation.

Sincerely,

SECRETARY OF STATE and
STATE LIBRARIAN.

February 4, 1938

Mr. Howard Colgan, State Director
Historical Records Survey
Works Progress Administration
433 East Erie St.
Chicago, Illinois.

Dear Mr. Colgan:

We are getting very fine reactions from your visit to the various state departments. Mr.Mudelman, Director of the Department of Finance called me over this morning and expressed his regret at his inability to see us the other day. He is very enthusiastic over the inventory project and says it is something he thinks will be very helpful to him personally. He will give our workers letters of introduction to his division heads and cooperate with us in all ways possible.

Mr. Hardie and Mr. Novak have just been here for over an hour discussing the whole situation. Their land records were inventoried by the Federal Survey and that will not need to be done over except for necessary rechecking. Their other records need inventorying. Mr. Hardie is also anxious to have the land records indexed, a job which will probably take several years. He does not want to wait for our problematical completion of the state inventories and I have suggested to him that he talk with Mrs. Moon about setting up an index project. I told him I felt there was little chance to get enough workers here but that perhaps he could work some micro-photographic scheme similar to the union catalog proposition and have the actual indexing work done in Chicago where there are plenty of white collar WPA workers. Perhaps I am talking out of turn in this matter but you can consider the proposition and discuss it with Mrs. Moon and again with Mr. Hardie the next time you come to Springfield.

Mr. De Vaney moved his files and a desk and chairs into the Archives Building this afternoon and the Springfield people will report to work here Monday morning.

I enjoyed my day with you very much and hope we can see more people the next time you come. We missed Mr. Lyndon Smith of Public Works and Buildings (out of town), Mr. Lynch of Conservation and Mr.Durkin of the Labor Department. I think you might find Mr. Durkin at his Chicago office some time as I believe he is there quite a bit, having several of his more important divisions working in Chicago.

Mr. Marple and Mr. Hart of the Commerce Commission also called to express their regret at missing their appointment with us. They suggest that you talk with Mr. Slattery in Chicago, saying they are sure he is sympathetic with our aims and objects.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

February 10, 1938

Mr. Alston G. Field
403 Blackhawk St.
Chicago, Illinois.

Dear Al:

Now that our official relations have ceased I am going to start calling you what everyone else does. I am thoroughly ashamed of myself for having waiting so long to thank you for the reprint of the most entertaining article on the Press in Western Pennsylvania. My only excuse is that these days my mind is in about that state of rationality of a man waiting in the ante room while his first is arriving. In other words, to change the metaphore, I have one foot in the Archives Building Boat and one on the Centennial Building Pier and I hardly know when the two may part company giving me a good ducking. I have moved my own office into the new building, but without telephone or janitor service as yet and every time the door opens I hope it is to the moving crew. Generally it is either a news reporter or a department head demanding to know why we haven't moved yet and how much longer we are going to wait. It is impossible to think coherently or to write any but the most urgent letters. However, I did not start out to tell you my troubles.

As you have doubtless heard, we have moved the downstate office into the Archives Building. Several of the Decatur people such as Mrs. Gilmore and Cal Atkinson have come, also some from further away. We have also applied for a state project for inventorying state archives, to be supervised by the HRS but sponsored by us. This is pending in Washington. Personally I fear it is going to be difficult to get the workers we will need. The various state officers have given splendid cooperation about accepting the workers in their offices.

Kenneth says you are working on the Writers' project but have prospects for something better. I certainly hope you do get something. Miss Rogers says she thinks you think I was not very sympathetic because of some of the things I have said to you, but I haven't meant to be unsympathetic. I feel very strongly that you should get into something besides government work and that in the long run what has happened will prove a good thing. I realize that this incident is not going to expand either your waist band or your hat band any. I did not know that you had dropped your Northwestern University work too. I thought with that you could stall along until something turned up. Remember that we are with you in what you try to do.

Sincerely,

February 16, 1938.

Memorandum to:

Mr. Howard E. Colgan:

RE: REFERENCE TO PRIVATE OR SPECIAL ACTS IN THE ESSAYS ON COUNTY OFFICES.

Dear Mr. Colgan:

The question raised by Miss Norton concerning the incorporation of private and special legislation in the essays on county government, is an excellent one, as well as timely.

I have in my files lists of the several private and special acts for each county of the State for the period of 1819 to 1870. The present Constitution of 1870 and the Revised Statutes of 1874 repeal all private and special legislation passed prior to these dates relating to county government. The early legislature recognized differences that existed between counties insofar as effecting better administration and government within the several counties; also these differences led to many compromises which result in the two forms of county government.

Following 1870 until the present, provisions that were made for special and private legislation are now cared for by legislation which provide for the creation by option of the county electorate of administrative offices and bodies. Also, other provisions are made for county administrative offices and bodies for counties on the basis of population size.

However, in showing the development of a county office when there is private or special legislation for the period mentioned, I have incorporated the same in the essay material. For example, legislation extending the jurisdiction of the county court in "A" County from 1855 to 1870. In the question of Champaign County there are the following private and special acts which I have not used in the write-up. It is, however, possible that some of this type of legislation may be used in the historical sketch which is prepared by another member of the staff.

PRIVATE AND SPECIAL ACTS
CHAMPAIGN COUNTY
1833 - 1870

This Act legalizes the acts of the county commissioners' in relation to the assessment and collection of county and State taxes for the year 1839. Approved February 3, 1840, (L.1840, p. 111).

Mr. Howard E. Colgan:

An Act to authorize a sale of seminary lands in Champaign county. Approved February 26, 1845, (L.1845, p. 208-209).

An Act requiring the collector of Champaign county to pay over certain moneys upon the Auditor's warrant. Approved March 3, 1845, (L.1845, p. 235).

An Act enabling the County of Champaign to fund her indebtedness, and for other purposes.

An Act in relation to schools in township number nineteen north, of range nine east in Champaign county. Approved March 3, 1845, (L.1845, p. 136-137).

An Act to extend the time for the collection of the revenue of Champaign county for 1850. Approved February 14, 1851, (L.1851, p. 94-95).

An Act to legalize the action of the Board of Supervisors of Champaign County, in levying a tax for the payment of bounties to volunteers, and support of their families, when necessary. Approved February 14, 1863, (L.1863, p. 69).

Sincerely yours,

Alonzo D. Brewer,
SENIOR RESEARCH ASSISTANT.

ADB:hlm

WORKS PROGRESS ADMINISTRATION
SPONSORED
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433 EAST ERIE STREET
CHICAGO, ILLINOIS
PHONE: DELAWARE 1123

February 18, 1938

Miss Margaret C. Norton
Superintendent
Archives Division
Illinois State Library
Archives Building
Springfield, Ill.

Dear Miss Norton:

On my recent visit to you I mentioned the spade work we had done on a digest of county laws. I submit herewith a copy of the Digest of the Probate Court for the first constitution. I was a little ambitious in mimeographing this material but at the time had no county inventory for the press. Upon examining it later I found it in my opinion to be full of holes and errors, particularly with respect to its presentation, its indexing and table of contents. I junked the published job and have attempted a reorganization of the work anticipating placing a lot of introductory and prefatory material into an essay preceding the digest proper. The most important change will be the numbering of each of the entries or digests and putting more thought on the arrangement or groupings.

I offer you this discarded work for your suggestions as to a better method of organizing and presentation. It is not for distribution or publication but I would welcome your suggestions for its final presentation.

I discussed also with Mr. Blood a suggestion you made I believe to him about the Carroll County Inventory containing no references to private laws. On my return to Chicago I immediately discussed that with my legal editors and find that this is not an omission as we have made quite a thorough search of the private laws. I understand that the only reason no references appear to private laws in the volumes thus far published is because of the fact that these said private laws do not affect the records system. I believe this may be found to be a fact. I requested our legal research staff to submit an example and I inclose herewith the memorandum submitted to me on Champaign County. This memorandum is self explanatory. Would you be good enough to offer me any suggestions in this matter? You know I am sure, your advice is always welcome.

Very sincerely yours,

Howard E. Colgan

HEC:MB

Howard E. Colgan, State Director, Field Super.

February 25, 1938

Mr. Howard E. Colgan
State Director
Historical Records Survey
433 East Erie Street
Chicago, Illinois

Dear Mr. Colgan:

Mr. Hardie of the Auditor's office and I had a long talk yesterday about his Indexing Project for Land Records. Mr. Lawne has assured him that this project will go through. We both feel that it would be best to drop the inventorying of the land records for the present. Our workers found the records in a very chaotic condition and they are all being sorted and re-arranged when they are taken to check anyhow, therefore we have pulled our workers out of the Auditor's vaults temporarily. He has many other records besides land records which he does want us to inventory, but there may be some rearrangement of those other records after the land records are removed from the vaults. I am making this explanation to you so that you will not be concerned if you hear a rumor to the effect that our workers were put out of the Auditor's vault. That is not true, and Mr. Hardie is very friendly toward the Survey.

Mr. Schmidt, of the Auditor's Chicago office, was down here yesterday, also. He has all of the IERC records and some other records, and suggested that I have you contact him about the possibility of an inventory of the records in the Chicago office.

We now have workers in the Supreme Court, the Treasurer's office, and four workers will start in the Tax Commission this morning. Several other offices are waiting for workers. Mr. Brookshier, who was on the Federal Guide over in Decatur, has started work on the histories of the various state offices, starting with the Supreme Court. It would be desirable, I think, if you had anyone in the Chicago office who could do this work, to start several more people on it, because it is a very slow proposition and many questions are coming up in connection with both

the inventory and with moving records into the Archives Building, relating to laws affecting state offices. If you can do anything about this, I wish you would.

I have not had time to make a detailed study of the Probate Law Record which you sent me, but it looks to me as if it is all right, except perhaps, a little too detailed and that it might be improved by a better physical arrangement of the material. That is, if the headings were made en echelon. However, I will try to do a little work on this this week-end. There are two possibilities in relation to these outlines. One is to follow what the compiler of this probate record evidently was doing -- namely, to quote the law in full for the use of a person who might not have the session law in front of him. The other is to summarize it and digest it in not much more than a bare outline form which is what I did for some of the studies which I made upon it. That is, I made the more detailed study first, and then made a very brief summary outline of that. I am inclined to think that for project purposes, we will want to do something that is somewhat between the two. This will be a matter of experimentation with the work which Mr. Brookshier is now doing on the Supreme Court.

Sincerely,
ILLINOIS STATE LIBRARY
Archives Division

Superintendent

March 3, 1938

Mr. Howard Colgan, State Director
Historical Records Survey
Works Progress Administration
433 East Erie St.
Chicago, Illinois.

Dear Mr. Colgan:

Enclosed is the results of a fragmentary study of the probate court system of Illinois, done as a basis for criticism of the study you sent me. It is incomplete, especially making no pretense at completeness of analysis of topics. I think the man who is doing this study has caught the idea all right, but from the length of my bibliography as compared to his finished work, I am suspicious that he has relied too much on indexes of the laws under the heading "Probate courts," and has not caught the minutia to be found inobscure places such as the revenue law , school law, etc. I detect inaccuracies and omissions as , for exemple, on page 3 under the heading "Tenure of Office." Compare with what I say under "Election and tenure of judges."

For a first attempt, I think your worker has done a very fine piece of work. Certainly he shows a splendid analytical mind and after rechecking this study he should be able to go on with similar studies and do a brilliant piece of work.

The question has been raised as to whether this is not too elaborate an analysis. Perhaps for a book publication, yes. For archival work, emphatically, no. When we get all these functions worked out in detail, a synthesis might be made, but to be of value to us here and in checking results of the survey, the study should be detailed.

More and more I am impressed with the high caliber of the work the Survey is turning out, especially in Illinois. I hope the Survey goes on and on here.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent.

WORKS PROGRESS ADMINISTRATION
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433 EAST ERIE STREET
CHICAGO, ILLINOIS
PHONE: DELAWARE 1123

March 7, 1938.

Miss Margaret C. Norton,
Superintendent, Archives Division,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:-

This will acknowledge your letter of March 3rd, enclosing your analysis of the digest of Probate Court laws for the first constitution.

Your study, notes and bibliography of this first draft should prove a real help in compiling and presenting this and similar digests. Of course we are just experimenting with the subject, but I know Dr. Evans wishes to prosecute this phase of the project to a finished product. Some state projects are rather far advanced in this subject, and while we have expended a great many man months of effort, I feel we are a long way from a proper presentation of this work. Your criticism will assist us materially.

Our County inventory work is coming along nicely. As you are aware, the Champaign inventory is being printed, while Brown, Joe Daviess and Pike have been mimeographed and are now awaiting binding. Cumberland County is in process of mimeographing.

While on the subject of County work, I spent last week end with Dr. Evans, and we have agreed that our County inventories could stand certain refinements. He is not at all dissatisfied with the work we are turning out, but I agree and I think you and the other scholars will also agree that there is a great difference between a good inventory, and a very fine inventory. The Part B of the Illinois inventories I believe are as complete and accurate as our field work will permit it to be, and I believe the field work, at least in the Counties, we are presently planning to publish, is a true inventory of the records.

I am not satisfied with our historical sketches. In fact all the prefatory material, I believe, could be considerably improved. My plan is to initiate this improvement with the Sangamon County inventory, which survey has been completed, and I assume thoroughly re-checked. Inasmuch as we have many workers now in Sangamon County, I wish to prepare a real historical essay on Sangamon that I am aware is full of Lincoln, and other historical information. I should like this information brought out in a real historical sketch, and while secondary source material should be used as a basis for our history, I only wish to use such

secondary source material as can be documented or cited by a reference to the records themselves, or files of early Illinois newspapers. I have no doubt in my mind that a reference to the old minute books of the County and Court Dockets would enable a real history to be prepared, using only citations from the legal records in the County.

As you know, and as I remarked in my first communication to you when I took over the direction of this project, the survey leans very heavily upon you. I do not know the capabilities of Mr. Brookshier, or anyone else qualified in the office, but I wish that you would discuss with them what I am attempting, and start them on such a project.

I am not completely satisfied with the administration of the Springfield department, but plan to await the Washington approval of the State Archives project and then discuss with you plans for a smoother functioning organization. I will soon have to make a trip to the Northwest, including the Dakotas, but will come to Springfield before starting on this junket.

I enclose herewith a copy of a letter that Dr. Evans sent to our Delaware director, on the subject of the inventory of Church Archives. His letter is, in fact, preliminary instructions on the editing and presentation of such inventories. While Illinois is a long way removed from the compiling of a statewide Church Archives inventory, at least these instructions will help us plan for such work.

Sincerely yours,

Howard E. Colgan

HOWARD E. COLGAN
State Director
Historical Records Survey

HEC HS
Enclosures

HRS

March 12, 1938

Mr. Charles E. Miner
State Administrator
Works Progress Administration
Merchandise Mart
Chicago, Illinois.

Dear Mr. Miner:

Mr. Colgan has just sent me a copy of the Brown County Inventory compiled by the Historical Records Survey and I take this opportunity to thank you for the copy and to express again my appreciation of the very fine work which this Survey is doing here in Illinois. The Illinois State Library is one of Dr. Evans' depositories for all inventories published, so I know what I am talking about when I say that for accuracy and scholarship I know of no state which is doing better work.

As you doubtless know, the completion of the [redacted] State Archives Building has made it possible for us to house the down state office. The workers are now making state inventories under my personal supervision, and we can all be proud of the favorable impression the workers are making everywhere. Mr. Hughes appointed one of the workers, Mr. Marinus Hanson, to the Archives Division staff as photographer last December, and we wish we had appropriations to permit us to pick up some of the other workers. Because I was very sceptical as to the possibilities of the work as done by untrained persons, it has been a gratifying surprise to find how capable some of the workers have proved to be. We want the depression to end, but we hope the Historical Records Survey in some form or other will continue indefinitely.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent.

WORKS PROGRESS ADMINISTRATION
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FEDERAL PROJECTS
433 EAST ERIE STREET
CHICAGO, ILLINOIS
PHONE: DELAWARE 1123

March 15, 1938

Miss Margaret C. Norton, Sup't.
State Archives Division
Illinois State Library
State Archives Building
Springfield, Illinois

Dear Miss Norton:

I inclose herewith two copies of a manuscript depository form hoping it will not be an imposition for you to fill one out for the Illinois State Library and return to me.

Dr. Evans is planning to distribute a preliminary check-list about April 1st of manuscript depositories throughout the nation. It will by no means contain any great percentage of the known manuscript depositories, but I do not wish it published without having the Illinois State Library represented by answers to the questions on the inclosed form.

The form will be brief and a copy of the draft of the brief will be transmitted to you for your approval before the check-list is published. I preferred to send this to you directly rather than have one of our workers bring it, knowing that you would immediately recognize what Dr. Evans is attempting to do.

I have had no information from Washington that our State Archives project has yet been approved, but I have no doubt that it will be and very soon.

In this connection, I have had a considerable number of obstacles in the way in the setting up of the Imprints project which I was most anxious to get started. The vacation of one trustee and the illness and death of another has prevented a determination being made by the Historical Society as to whether such a project merited their sponsorship. I understand the meeting of the trustees is to be held on March 19th and if at that time no action, or a negative action, is taken I shall have to seek other sponsorship. I am happy to state that the project has been sponsored in about nine of our neighboring states, but I regret the fact that the important project where most of the clearing house work is to be performed is yet without sponsorship.

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433 EAST ERIE STREET
CHICAGO, ILLINOIS
PHONE: DELAWARE 1123

I expect to come to Springfield in the very near future to discuss several matters with the personnel of the project and of all its friends in Springfield.

Very sincerely yours,

Howard E. Colgan

Howard E. Colgan
State Director &
Field Supervisor
Historical Records Survey

HEC:MB

(Worker's full name) (Date) (Form identification No.)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE., NW., WASHINGTON, D. C.

The Manuscript Depository Form

WPA Form 21HR*

City or town Springfield State Illinois

Manuscript depository Archives Division--Illinois State Library. Archives Bldg.
(Name) (Street address)

Official in charge Margaret C. Norton, Superintendent of Archives Division
(Name) (Title)

Hours and days depository open to public Monday-Friday, 8:30 A.M.-5 P.M., Saturday 8:30 A.M.-12 Noon, Closed holidays

1. Outline briefly the history and collection policies of the depository Created 1921, organized 1922. Authorized by law to accept custody of any non-current state records. Also provide vaults for semi-current records still under jurisidction of departments of origin. Limited to official records. Planning to copy early county records by microphotography. State Historical Library collects manuscripts from private sources
(Date founded, purposes, fields of specialization, policies as to purchases, sale, and exchange of manuscripts, accepting gifts and conditional deposits)

2. Housing of collections Now moving into new Illinois State Archives Building recently completed. Devoted exclusively to administration and storage of records. 67 X 152 ft. 12 floors of vaults plus pent house. Cost $820,000. Fireproof with finest protection XXXX for records obtainable. Funds permitted only partial equipment of filing materials. See article on building in April issue of AMERICAN ARCHIVIST
(Date building constructed, materials of which built, number of stories, approximate outside dimensions, whether fireproof, whether space for manuscripts adequate, other uses of the building)

3. Approximate total quantity of manuscripts Capacity of vaults about 300,000 cubic feet. Total occupancy at close of moving period not yet known.
(Number of volumes, number of pieces, linear feet, cubic feet. See supplement 6 to the Manual, par. 13)

4. Percentage of manuscripts arranged Practically all; manner of arrangement Classified in accordance with archival principle of respect des fonds filing with the various series dependent upon use - some filed alphabetically, some by date, some by number, etc.
(By author, chronologically, geographically, by subject, or a combination of principles. Explain fully)

5. Percentage of manuscripts cataloged by accessions All; percentage of manuscripts cataloged by pieces ...; number of catalog cards or other entries All material at present under custody of Archives Department cataloged and partly indexed. Receiving such large accessions at present that a categorical answer cannot be given. Catalog similar to library catalog also name index. 3 X 5 cards
(Give size of cards; describe other catalogs)

6. Indicate what types of information catalog shows Sheet shelf list See Secretary of State's "Catalog Rules, Archives Division, Illinois State Library, 1936. (Out of print) by Edward J. Hughes."
(Names of persons, places, dates, subjects. Attach samples of various types of entries)

* Attach additional sheet if space on form insufficient. Take care to indicate item number of each continued explanation.

(See reverse side)

16—6371

7. Describe or list other keys to the manuscripts Accession lists published in biennial reports of Secretary of State. Descriptive articles in Secretary of State's Illinois Blue Books, especially 1935/36 and 1936/37 (in press).
(Printed or manuscript descriptions, official reports, special bulletins, calendars and guides to individual collections accessions correspondence. Attach copies where possible)

8. Names, periods, subjects, and sections of the country chiefly dealt with Official records of Illinois only
(Brief but precise statements are desired. Emphasis is placed on the term "chiefly dealt with." Consult supplement 6, par. 18)

9. Accessibility Except where restrictions have been placed by departments of origin, all state archives are subject to public inspection. See attached rules and regulations
(Qualifications necessary for researcher to gain access to manuscripts; are special restrictions imposed as to use of some collections? If depository has a set of general rules, attach a copy)

10. Will the custodian furnish photostatic copies of his manuscripts Yes; at what cost per page? New schedule of prices in preparation. Also furnish microphotographic copies at cost
(Indicate other copying service available, if any)

11. In what fields, or for what areas, has the depository American imprints within the date limits of the preliminary statement of May 1937? Chiefly state documents

12. Outline briefly the custodian's plans for improving the keys to his manuscripts Plan extensive name and place indexes. Cataloger doing research work on cataloging of archives. Ill. State Historical Library publishes "Illinois Historical Collections", largely archival in nature. Archives Div. has no publication funds. Calendaring would be useful but indexing more professional.
(Arrangement, cataloging, describing, calendaring, publication)

13. Number of regular employees: 7 professional personnel needed by depository 7 clerical, 6 janitors. help needed

NOTE TO WORKERS.—The National Office of the Survey will use the filled out forms 21HR to prepare a "Directory of Depositories in the United States." It is essential that the form be filled out completely and accurately, and that it be approved by the custodian or his representative. This person should be asked to sign or initial the following statement:

I have read the above information and believe it to be reasonably complete and accurate.

(Custodian or his representative)

Superintendent of Archives Division
ILLINOIS STATE LIBRARY

U. S. GOVERNMENT PRINTING OFFICE 16—6371

March 17, 1938

Mr. Howard Colgan, State Director
Historical Records Survey
Works Progress Administration
433 East Erie St.
Chicago, Illinois.

Dear Mr. Colgan:

We are moving now so I may not be very prompt about answering letters and may not be able to give you time when we come down.

In reply to your earlier letter about the introductory essays I would refer you to the recently published volume one of the North Carolina series. This has the best introduction I have seen anywhere and I suspect it was written by Dr. Crittenden, Secretary of the North Carolina Historical Commission which published the volume. I think this would be a suitable model for use.

The question of historical essays has come up repeatedly before groups of professional advisors. I think the opinion is quite emphatic that our workers cannot produce extensive historical introductions based upon original source materials. I think we can probably improve on our technique, but I think we should also be brief. I hope to be able to discuss this with you, if not on this next trip, on the one after that. Of course everything has to be subordinated to getting the records into their proper places now.

Enclosed is a copy of the Manuscript Depository Form, also a copy of our new rules and regulations.

I am certainly sorry you are having such a time finding an Illinois sponsor for the Imprint. I trust that will be ironed out soon. I have not talked recently with Miss Rogers about the union catalog project. I notice that the Ohio State Library is sponsoring such a project.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent.

WORKS PROGRESS ADMINISTRATION
SPONSORED
FEDERAL PROJECTS
433 EAST ERIE STREET
CHICAGO, ILLINOIS
PHONE: DELAWARE 1123

June 8, 1938

Miss Margaret C. Norton, Superintendent
Archives Division, State Library
Springfield, Illinois

Dear Miss Norton:

I enclose herewith two copies of the fifth and sixth publications in this series of county inventories, volume #18 and volume #85, - the Archives of Cumberland and Scott Counties, Illinois.

Four similar publications have previously been forwarded to you for use in your library.

Acknowledgment of the enclosed volumes may be addressed to Mr. Charles E. Miner, State Administrator, Works Progress Administration, Chicago, Illinois.

Sincerely yours,

Howard E. Colgan

Howard E. Colgan
State Director and
Regional Supervisor
Historical Records Survey

hec/ah

AD-36 250M 1-37

WORKS PROGRESS ADMINISTRATION
(ILLINOIS)

MEMORANDUM

Date June 13, 1938

TO Margaret Norton, Illinois State Archivist OFFICE Muelbach Hotel, Kansas City, Mo.

FROM Kenneth C. Blood, Supervisor OFFICE Archives Bldg., Springfield

SUBJECT

I am submitting to you a report of my conversation with Mr. Elsner in regard to micro-filming the Department of Finance's Correspondence as per your request.

Sometime ago Mr. Elsner, Supervisor of Accounting and Systems for the Department of Finance, submitted a comprehensive report to Mr. Nudelman the director, in regard to micro-filming all the Department of Finance's correspondence relating to the Retailers' Occupational Tax. At the present time they are receiving over 300,000 pieces of mail per month in the Retailers' Occupational Tax Division, all of which must be filed. This division of the Finance Department only began in 1933, and at the present time have 1,673 file drawers plus their indexes and etc. They have taken over three or four floors at a warehouse in order to store this material and the files are getting to be in such a shape that it is almost impossible to refer back to them with any degree of success. Mr. Elsner is very much interested in micro-filming, having been contacted by the representative of the Recordak Company, also having secured information from the Bureau of Census in Washington, who are at the present time doing their records this way. In this report he claims that it would take one machine to do the material which they have at the present time about four years, therefore, he submitted a proposal to rent fourteen machines, which would be manned by twenty five people. The cost of the machines would be on a rental basis of $30 per month per machine. He figured the total amount to be around $15,000 to micro-film the material they have on hand at the present time. Before this micro-filming could be done, it will be necessary to sort out all files, such as we are doing in the attorney-general's office with the Inheritance Tax Files. Mr. Huff of the W and P Division has drawn up a project, which would employ ten men and take around four months to do this work. This project, has already received the approval of Mr. Nudelman, State Director of Finance. Mr. Nudelman has given Mr. Elsner permission to call a meeting of the committee, which consists of the four heads of the division to consider what they think of his proposal to micro-film their records. Mr. Elsner at the present time has the approval of Mr. Gaston, one of the members, thus leaving only two members to be considered. He thinks that the committee will act very favorably towards this project. Mr. Huff is willing to draw up another project to employ twenty five men for a period as long as is needed to do the micro-filming work, provided they furnish all machines and equipment and supervisors. I think that it would be a good thing for the Historical Records Survey to have control of this micro-filming, either under this project direct, or another project indirectly, because as you have said this will be, probably, the first State Department in the United States to have their records micro-filmed and Mr. Elsner believes if their division secures this permission that all other divisions will follow suit.

I also wish to state that this is not a dream; that Mr. Elsner really means business and would like to start it immediately. He expects to have the indexing

AD-36 250M 1-37

WORKS PROGRESS ADMINISTRATION
(ILLINOIS)

MEMORANDUM

Date June 13, 1938

TO Margaret Norton, Illinois State OFFICE Archivist, Muelbach Hotel, Kansas City, Mo.

FROM Kenneth C. Blood, Supervisor OFFICE Archives Bldg., Springfield

SUBJECT

and filing project started within three weeks.

He desires you to secure all the information which you believe to be important in this field while at the meeting, and he will get in touch with you as soon as you come back, in regard to micro-filming his records.

Kenneth C. Blood

Kenneth C. Blood
Supervisor
Historical Records Survey

KCB/mar

June 21, 1938

Mr. Howard E. Colgan
State Director and
Regional Supervisor
Historical Records Survey
Works Progress Administration
433 East Erie St.
Chicago, Illinois.

Dear Mr. Colgan:

In pursuance to our conversation at Kansas City in respect to the receipt of copies of the Illinois inventories, I have checked with Miss Rogers and the other library divisions and find that we have not been receiving two copies of every publication. I have two copies of Carroll and two of Pike and only one each of Brown, Jo Daviess, Cumberland and Scott. Miss Rogers says she does not think Mr. Hughes has received his copy of Scott and Cumberland counties - at least, he has not sent the accompanying letter to her for acknowledgment as usual. Your letter to me says two copies of each, but we received only one copy in one large envelope. Perhaps the other envelope was not mailed. We very much want the two copies of each if possible.

It was nice to have had the little visit with you. I hope your visits to Springfield will be more frequent in the future. What does one have to do to get visits? Pick a quarrel? If so, we will try to oblige you.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent.

June 21, 1938

Mr. Charles E. Miner
State Administrator
Works Progress Administration
433 East Erie Street
Chicago, Illinois.

Dear Mr. Miner:

The Illinois State Library acknowledges with thanks the receipt of one copy each of the county inventories for Cumberland and Scott Counties, Illinois, published by the Historical Records Survey.

As you doubtless know, we think very highly of the work of the Historical Records Survey. Several of the workers were assigned to us to help in checking in documents while we were moving into the new State Archives Building. I do not see how we could have moved as efficiently as we did if we had not had the assistance of these men. At present most of the field workers are inventorying state archives. Their work is being received enthusiatically by all the state departments into which they have been sent. Certainly this project has justified itself and we hope it can be continued indefinitely.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent.

July 25, 1938

Mr. Charles E. Miner
State Administrator
Works Progress Administration
Merchandise Mart
Chicago, Illinois.

Dear Mr. Miner:

The Illinois State Library acknowledges with thanks the two copies of the Historical Records Survey Inventory of County Archives: Clark County, Illinois.

Recently I have had occasion to make a comparative use of the inventories of the various states in connection with a study of archival catalog problems which I am making for the Society of American Archivists. I was pleased to find that our Illinois inventories seems to have a more consistently accurate and well classified editorial policy than that of almost any state. In fact, I found that I could use the Illinois inventories for my study almost to the exclusion of any others. Also Illinois is the only state which seems to be making any particular effort at distinctive covers.

Of course you know how valuable was the help which we had from Survey workers in moving into our new Archives Building. I think you may be very proud of this organization and its high quality of work.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent.

October 10, 1939

Mr. Howard E. Colgan
State Director and Regional
Supervisor
Historical Records Survey
Works Progress Administration
433 East Erie St.
Chicago, Illinois.

Dear Mr. Colgan:

I have been so busy with the preliminaries of the meetings here this month that I have let my correspondence ride a bit.

Of course I will be very glad to see Mr. Noll of the Photorecord Company when he comes. He has not been here recently. I am hoping that he will exhibit his camera here for the meeting. I have invited Dr. Raney to put on a photographic exhibit but have not heard of his plans along that line.

I am sorry the citations to our archival records were incorrect. As cited they did not mean one thing in checking back on the records - in fact, if I had not know where they got the information I would not have known where the things were. I also resented the "Unlabelled volumes" quotation which was not correct. As soon as I caught this I gave the workers the correct citation as it will be found in my catalog. It was no one's fault particularly and I realized that it was too late to do anything about it in the next volume to come out.

Each volume that comes out is an improvement over the last and you may be interested to know that a comparison made with the inventories made for some of the other states, a comparison in connection with my study on cataloging, revealed that Illinois is way ahead of the other states in editorial standards as well as generally attractiveness of the volumes. You should be very proud of Illinois.

There is nothing at present that you can do to help the local committee, but I know Mr. Hughes is going to depend greatly upon you to see that he meets people, etc., at the meeting. Mrs. Hughes asked the other day if Mrs. Colgan is coming and said she was going to write her, but she may not have done so. At least, we hope Mrs. Colgan will be here.

Sincerely,

American Imprints Inventory

THE HISTORICAL RECORDS SURVEY
Division of Women's and Professional Projects
WORKS PROGRESS ADMINISTRATION

Office of
Douglas C. McMurtrie
Consultant to the National Director of the Historical Records Survey . . .
950 Michigan Avenue, Evanston, Ill.

October 28, 1938

Miss Margaret Norton
State Department of Archives
Springfield
Illinois

Dear Miss Norton:

Under separate cover we have mailed you one copy of the third edition of the Manual of Procedure.

With the hope that this will come safely to hand and will prove useful, I am,

Very sincerely,

Douglas C. McMurtrie

Consultant to the National Director
Historical Records Survey

DCMcM:CC

November 5,
1938.

Mr. Douglas C. McMurtrie,
950 Michigan Ave.,
Evanston, Illinois.

Dear Mr. McMurtrie:

Thank you very much for the copy of the second edition of the American Imprint Inventory. I am sure we are going to find this a very useful thing for some of the work we are doing on the Inventory of State Records. Would it be possible for us to have a second copy?

We throughly enjoyed having the meeting here and appreciated the cooperation you gave us, especially in saving a very embarrassing situation for the Monday night dinner. I hope now that you have found the way that you will visit us frequently.

Sincerely

ILLINOIS STATE LIBRARY
Archives Division

MCN:ED

Superintendent

WORKS PROGRESS ADMINISTRATION
SPONSORED
FEDERAL PROJECTS
433 EAST ERIE STREET
CHICAGO, ILLINOIS
PHONE: DELAWARE 1123

December 8, 1938

Miss Margaret C. Norton, Sup't.
Archives Division
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

In order that your files on the subject of inventories of state archives may be complete, I am sending you herewith a three page check-list of the records deposited in the Department of Registration and Education at 360 North Michigan Avenue, Chicago.

These records, I am sure, are more or less duplicates of originals held in the central office in Springfield. They are for the most part registrations, complaints and dispositions of various practitioners licensed in the state.

This project is making an inventory of all departments of the state in the Chicago area and as we complete each department we shall be happy to forward similar check-lists. Incidentally, these check-lists are prepared from forms taken by our workers, which forms contain complete information as to the records surveyed. These forms will then at some later date be edited and condensed and inventories prepared of all the state departments.

Sincerely yours,

Howard E. Colgan

Howard E. Colgan
State Director &
Regional Supervisor
Historical Records Survey

HEC:LB

December 10,
1938.

Mr. Howard E. Colgan,
State Director and
Regional Supervisor
Historical Records Survey
Works Progress Association
433 East Erie Street
Chicago, Illinois.

Dear Mr. Colgan:

Thank you for the copy of the inventory of the Chicago records of the Department of Registration and Education. In as much as our plans for the future transferring of records involves knowing the quantity and nature of current filing, we would like to have copies of all inventories which you take in Chicago as well as in Springfield.

We are somewhat puzzled here as to whether detail inventories of records in archival institutions should be included in the inventories of Historical manuscript depositories. It seems to me that to include such inventories would imply the completing of all inventories of state records both those already in the archives department and those which are still in the various departments, for instance, the land records in the Auditor's department. We are of course anxious to cooperate with you in whatever you should do, but I question the advisability of taking any of your workers at present to take complete inventory of the records in our archives department. In case the project should close down before the completion of the inventory work in the various offices, it would be a fairly simple matter for the Archives Division to supply inventories of our own records to complete your work. I have suggested in as much as most of our records have little historical value, we might better have this particular manuscript inventory give a rather detailed discription of the manuscript of historical importance in our files. In other words, my thought is to take an important historical file, like the early Governor's correspondence to give the bibliographical details as to quantity etc., and follow with the discriptive note mentioning such interesting letters as those relating to the Black Hawk War, for instance. This, I think, we could do largely by having me sit down with the worker with our own inventory in front of us and I dictate the notes. For records which have relatively little historical interest we could summarize quantity, inclusive dates, general discription of contents, etc.

Some of our Territorial records are in such fragile condition that I could not permit their being handled by the workers in detail. However, I believe I could dictate satisfactory discription of the more important documents.

In other words, I am proposing that for the volume on Historical manuscripts we should discribe individual manuscripts rather more than series and that in the inventories of state archives we should discribe series more from the legal angle with general discription of the functional contents rather than to try to point out individual items. I have suggested that we should do a few sample forms this way and submit them to you before attempting to get very far with this particular work. I rather question whether it is the intent of this manuscripts survey to duplicate the inventories of archival materials. Please let us know more particulars about how you wished this handled.

I am looking forward to seeing you and your most charming wife at the Chicago meeting of the American Historical Association. Miss Rogers is going to the Mid Winter Meeting of A.L.A. at the Drake, and I will be at the Stevens, so if you would want to get the two of us together with you for any matter relating to the Survey, here is the opportunity. Please give my very best regards to Mrs. Colgan.

Sincerely

ILLINOIS STATE LIBRARY
Archives Division

MCN:ED

Superintendent

HISTORICAL RECORDS SURVEY--OTHER STATES, 1938

WORKS PROGRESS ADMINISTRATION
CALIFORNIA
49 FOURTH STREET, SAN FRANCISCO

WILLIAM R. LAWSON
ADMINISTRATOR

February 4, 1938

AIRMAIL

Miss Margaret C. Norton
Archives Division
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

In March of last year Colonel Scammell gave me a copy of your letters of March 1 and March 19 to him with your outline of a proposed archives curriculum.

A few members of the Historical Records Survey staff in California have asked me for a reading list that will help them to train themselves in archive work, particularly archive library practice. Although I have been able to compile reading lists for a study of library practice and bibliographical work I know that I have succeeded only in introducing the workers to the subject. Now I am very anxious to draw up a good study outline with reading lists for these workers and, in fact, to conduct something in the way of a training school, as an extra-curricular activity of the Historical Records Survey. Can you help me?

If your proposed archives curriculum has been revised I would like very much to have a copy of it with any suggestions you might make. The discussion meetings of the group will be after Survey hours and as my job keeps me very busy I shall have only my evenings to plan the program and to do my own studying, "keeping one jump ahead of the group." The laboratory work will be taken care of by the work in the field and in the editorial office of the Survey.

I agree with you that the University of California is not yet ready to give such a course as you outlined to Colonel Scammell, for the reasons you gave and other reasons. But I believe that it will be possible some time in the future. The Survey enjoys very close cooperation with Miss Gillis,

the faculty of the University and with the Huntington Library. While I do not presume to suggest that I can go far in promoting such a course at the University I shall do everything possible while I am on the Survey to promote interest in it and to help some of our workers make use of their experience on the project.

Any assistance you may give me will be deeply appreciated, I assure you.

Very sincerely,

Thelma Ziemer

(Mrs.) Thelma Ziemer
State Director
Historical Records Survey

TZ:MT

February 14, 1938

Mrs. Thelma Ziemer
California State Director
Historical Records Survey
Works Progress Administration
49 Fourth St.
San Francisco, California.

Dear Mrs. Ziemer:

For the past few months I have been too busy with the final stages of getting our new State Archives Building ready for occupancy to have had time to revise the archival study course program or to prepare the bibliographies for it. However, since I have so many calls for just that sort of thing, I have written down a few items which might be suggestive to a study group. I have done this lacking many of my bibliographical notes and it is incomplete and none too accurate. However, it is all I can give you at present and I send it along for what it is worth.

I shall be glad to correspond with you further on this subject and hope you will keep me informed as to the progress of your study group so that we may profit from your experience. Although I have not heard much about it lately, I assume that the University of Illinois is continuing its plans to go ahead with the proposed archives school in the near future.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent.

WORKS PROGRESS ADMINISTRATION
FOR OKLAHOMA
RON STEPHENS, ADMINISTRATOR
431 WEST MAIN
OKLAHOMA CITY, OKLAHOMA

February 17, 1938

Miss Margaret C. Norton, Superintendent
Archives Division, State Library
Springfield, Illinois

Dear Miss Norton:

Enclosed please find No. 13, Cimarron County, in the series, Inventory of the County Archives of Oklahoma.

Since your institution has been designated as one of the nation-wide depositories for the inventories, we shall send you other Oklahoma inventories as they are completed.

It would be greatly appreciated if you would acknowledge receipt of this book to the W.P.A. Administrator for Oklahoma, whose name is listed below and whose address is 431 West Main Street.

Yours very truly,

RON STEPHENS, STATE ADMINISTRATOR

BY Robert H. Slover
Robert H. Slover
State Director
Historical Records Survey

RHS:LLW
ENC:

February 25, 1938

Mr. Ron Stephens
Works Progress Administration
451 West Main
Oklahoma City, Oklahoma

Dear Mr. Stephens:

Mr. Robert H. Slover has sent the Illinois State Library, as depository for the Historical Records Survey, a copy of No. 15, Cimmaron County, in the inventory of county archives of Oklahoma. Thank you very much for this document and may I, in passing, tell you what a very favorable impression your Mr. Slover has made on all the professional advisers for this project all over the country. I congratulate you on having such a brilliant, energetic young man as your Oklahoma director.

Sincerely,
Illinois State Library
Archives Division

Superintendent

March 14, 1938

Mr. Dan Lacy
State Director
Historical Records Survey
Works Progress Administration
Raleigh, North Carolina.

Dear Mr. Lacy:

Thank you for the copy of The Historical Records of North Carolina, Volume I.

Congratulations upon getting your inventory published in this very fine form. This is the first state which has done the printing in this form and it makes me very envious. I particularly want to congratulate you upon the very fine introduction. I am calling it to the attention of our state director as suggestive of something we might do here.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent.

WORKS PROGRESS ADMINISTRATION
RALEIGH, NORTH CAROLINA

GEO. W. COAN, JR.
STATE ADMINISTRATOR

Box 469
March 16, 1938

Miss Margaret C. Norton
Superintendent
Illinois State Library
Archives Division
Springfield, Illinois

Dear Miss Norton:

Thank you for your kind words concerning our first volume of county records. The approval of experienced archivists, like yourself, is very gratifying to us.

The Survey in this state feels fortunate in having been able to secure, through the generosity of the North Carolina Historical Commission, funds for the printing of its inventories. You may be interested to know that the contract for the second volume, which is a good deal larger and will include 38 counties, has been let for delivery in September.

Cordially yours,

Dan Lacy

Dan Lacy
State Director
Historical Records Survey

DL:MP

WORKS PROGRESS ADMINISTRATION
NORTHERN CALIFORNIA
49 FOURTH STREET
SAN FRANCISCO

WILLIAM R. LAWSON
ADMINISTRATOR

March 23, 1938

Miss Margaret C. Norton, Superintendent
Illinois State Library
Archives Division
Springfield, Illinois

Dear Miss Norton:

Please pardon my delay in thanking you for your letter of February 14th and its enclosures. They are very helpful, and although I have not had time to even outline our study course, I expect to begin very soon. I shall send you a copy and keep you informed as to our progress.

Sincerely,

Thelma Ziemer

(Mrs.) Thelma Ziemer, Director
Historical Records Survey

TZ:MT

WORKS PROGRESS ADMINISTRATION
OF INDIANA
1200-02 KENTUCKY AVENUE
INDIANAPOLIS, INDIANA

JOHN K. JENNINGS
STATE ADMINISTRATOR

April 9, 1938

Miss Margaret C. Norton
Archives Division
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Just a few lines to let you know we are still here and doing very nicely. Work on the Historical Records Survey is progressing very satisfactorily although much slower than I had anticipated. As you perhaps know, the Indiana Historical Records Survey has compiled in preliminary form a guide to records in each of the 92 counties. During the last six months we have been busy revising these preliminary drafts. One has been published (Boone). In a few weeks we will go to press with our second volume, that of Marion County, the county seat of which is Indianapolis.

Dr. Coleman, through the Historical Bureau, is sponsoring the publishing of the Marion County volume. The Historical Bureau will copyright it and sell copies for $2.00 each.

Governor Clifford M. Townsend, in a recent conversation with me, promised to write to all the county commissioners in the state urging them to cooperate with the HRS in its work and to include in their next budgets the necessary appropriations for the purpose of publishing their respective county inventories.

For almost a year a young attorney on our project has been searching and abstracting the Ordinance of 1787 and the constitutions, as well as the session laws. We specifically digested the laws dealing with county government in Indiana and its records. It is our ambition to publish a volume on that subject. To what extent we are successful in it I am unable to say at this time.

One other undertaking has been in progress for a short while and that is a separate and confidential report on the so called "bum" rooms in different courthouses in the state. The state WPA hopes to inaugurate local projects in those counties recommended in this report. The better housing of local records is one of the most practical and beneficial results of our survey.

This is all I can say for the present. I would be very happy to hear from you to learn how you and our friends in Illinois are getting along.

Very truly yours,

S. J. Kagan

S. J. Kagan, Director
Historical Records Survey

sjk/dg

UTAH WORKS PROGRESS ADMINISTRATION
HISTORICAL RECORDS SURVEY

201 24TH STREET
OGDEN, UTAH

April 15, 1938

Miss Margaret C. Norton,
Superintendent, Archive Division,
State Library of Illinois,
Springfield, Illinois.

Dear Miss Norton:

We are interested in the establishment of a state archive building in Utah for the storage of government records. It is our desire to secure information from other states on the operation of similar plans and I understand that your annual reports contains some information on this subject.

If you have copies of any of your annual reports available for distribution I should like to have copies.

Thanking you kindly for your consideration of this request.

Very truly yours,

Hugh O'Neil

Hugh O'Neil, Editor,
Historical Records Survey,
201 Twenty-fourth Street,
Ogden, Utah

April 18, 1938

Mr. S.J. Kagan, Director
Historical Records Survey
Works Progress Administration
1200-02 Kentucky Avenue
Indianapolis, Indiana.

Dear Mr. Kagan:

I was glad to get your recent letter telling about the work of the Survey in Indiana. I was particularly interested in some of the items you mentioned, especially with relation to your study of the history of county offices. I have been urging a similar compilation here right from the start, and some work has been done in the Chicago office. We also wanted to carry out the same idea on state offices from 1848 on (I have done the work up to 1848 myself). We do not have any attorneys on the project and the other persons we have tried out on it are scared off by legal terminology. So that is two things Indiana has scooped me on - departmental histories and microphotography. I'll catch up with you yet - I swear I will.

We are at long last moving into our new Archives Building. It is a slow and painful process (literally painful). I hope you will visit us when we get settled.

All downstate Historical Records Survey offices have been closed and the workers moved into the Archives Building from which all work except the final editing is done. The State Library has written a separate project to be supervised by the Historical Records Survey. In this way we are able to supplement the personnel quota. They are finishing the county inventories and doing state inventories. The Supreme Court, Treasurer's office and Tax Commission have been finished and others started. Two to four of the workers are helping us check in records, and what a comfort and a help they are. I am going to have some of the others shortly and will use them for unfolding and filing of unfiled correspondence. So far as I am concerned, I hope the project goes on and on.

I hope I can get to Indianapolis for at least one day of the Mississippi Valley Historical Association, but won't know until the last minute.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent.

This pamphlet is distributed gratis by the Historical Records Survey, Works Progress Administration, 13th floor, New Post Office Building, St. Paul, Minnesota.

An acknowledgment and a comment upon this publication will be appreciated.

April 18, 1938

Mr. Jacob Hodnefield, State Director
Historical Records Survey
Works Progress Administration
13th Floor, New Post Office Building
St. Paul, Minnesota.

Dear Mr. Hodnefield:

The Illinois State Library acknowleeges with thanks the receipt of the following items:

Inventory of the County Archives of Minnesota:
No.7. Blue Earth County (Mankato)
No.24. Freeborn County (Albert Lea)

We are very glad to have been chosen as a depository for the publications of the Historical Records Survey of the Works Progress Administration. We are using these publications constantly, not only for the historical information contained in them, but also for our studies in cataloging problems and in formulating recommendations in relation to the destruction of useless records. The wide range of examples to be found in these inventories make them most useful.

Because of the number of volumes coming in just now, it is impossible to make individual comments, as we would like to do, but I assure you that we appreciate both the quality and the quanitity of the work involved in getting out these volumes.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent.

May 3, 1938

Mr. Hugh O'Neil, Editor
Historical Records Survey
201 Twenty-fourth Street
Ogden, Utah.

Dear Mr. O'Neil:

An article descriptive of the new Illinois State Archives Building has just come out in the April 1938 issue of the AMERICAN ARCHIVIST, the quarterly publication of the Society of American Archivists. I will try to get a copy of this for you. Before long we hope to get out an illustrated leaflet descriptive of the Archives Division. Under separate cover I am also sending you several of our biennial reports - all that are at present available.

It is very fine to hear that Utah is contemplating the establishment of an archival establishment and building an archives building. We will be very glad to cooperate with the State officials in any way in planning such a building. We are just now moving into our new building. In fact, that moving accounts for my taking so long a time to reply to your letter.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent.

THE HISTORICAL RECORDS SURVEY
Division of Women's and Professional Projects
WORKS PROGRESS ADMINISTRATION
140 Bull Street, Savannah, Georgia

May 14, 1938

At the request of Dr. Luther H. Evans, National Director, Historical Records Survey, it gives us great pleasure to hand you herewith the Inventory of Chatham County, which is the first publication of The Historical Records Survey in Georgia.

Chatham County is the oldest county in the State, and this volume will serve as an introduction to the other county Inventories, which we expect to follow.

We hope that you will find this volume of interest and use. This project will attempt to incorporate in the succeeding books any improvements which may be suggested by Dr. Evans, or by historical organizations.

Please do not feel that an acknowledgment is required of the receipt of the Chatham County Inventory, but we would be very glad to have any comments, if you care to send them to Miss Gay B. Shepperson, State Administrator, Works Progress Administration, Ten Forsyth Street Building, Atlanta, Georgia.

Very sincerely,

Raiford J. Wood

Raiford J. Wood
State Director
Historical Records Survey

RJW/ms

May 23, 1938

Miss Gay B. Shepperson
State Administrator
Works Progress Administration
Ten Forsyth Street Building
Atlanta, Georgia.

Dear Miss Shepperson:

The Illinois State Library acknowledges with thanks the copy sent us of

Chatham County Inventory by the Historical Records Survey of Georgia.

We are a depository for all publications of the Historical Records Survey and find these volumes of great and unexpected use. We value them not only for the historical information obtainable from such lists, but also for all sorts of by-products, particularly for help in formulating a sensible policy in relation to the destruction of records. Right now I am writing a paper on the possibilities of centralising local records through micro-photographic copies. To get a line on the cost, I am going through inventories for typical states. That is a minor thing, but it does indicate that the publication of this material is finding new and unexpected uses. There has never been any question as to the value of a survey to locate and rouse interest in the preservation of county records. Like most archivists, I hope the Historical Records Survey can be continued indefinitely.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent.

October 10, 1938

Dr. Luther H. Evans
National Director
Historical Records Survey
Works Progress Administration
1734 New York Avenue, N.W.
Washington, D.C.

Dear Dr. Evans:

Thank you for the copy of your paper "WPA Fashions New Tools for Research". This is of particular interest to me, especially since I was unable to attend the meeting at Indianapolis.

Of course you are planning to come to the meeting of the Society of American Archivists at the Abraham Lincoln Hotel here, October 24 to 26. We had an unfortunate delay in getting out the tentative programs and I do not know whether yours has reached you or not.

While you are here I hope you can meet some of our State officials. Your workers have been welcomed enthusiatically in the State departments into which they have gone, and all with whom I have talked have expressed themselves as being delighted. Mr. Blood, in charge of the office here, has made a splendid administrator and has a fine organization.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

WORKS PROGRESS ADMINISTRATION
WALKER-JOHNSON BUILDING
1734 NEW YORK AVENUE NW.
WASHINGTON, D. C.

HARRY L. HOPKINS
ADMINISTRATOR

November 23, 1938

Miss Margaret C. Norton, Superintendent
Archives Division, Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Upon returning to Washington, I have just found your letter of November 14 and Miss Weiner's reply of November 16. I had intended writing you earlier to tell you how much I enjoyed the Springfield meeting and how much I appreciated, as a member of the Society, the splendid arrangements which you and Miss Rogers made for the meeting. My only regret is that I was so busy attempting to do double duty in connection with the meeting of the Society and, also, the regional meeting of the State Directors of the Survey, that I did not do justice to either of them.

It is good to know that you have found our article in the current issue of the American Archivist to have value in your work. This article was completed in June, and I am afraid that there are a few statements which we would like to amend in the light of more recent experience. I have looked at your Catalog Rules, but have not yet had an opportunity to study the booklet thoroughly.

Miss Weiner and I are hoping to write another article on the classification of county archives by subjects in our county inventories. We do not expect such a classification system as we are using to solve the problems of the custodian of records who is attempting to classify and catalog his holdings, although we shall deal in some cases with the same problems.

Sincerely yours,

Luther H. Evans

Luther H. Evans
National Director
Historical Records Survey

OTHER ARCHIVISTS AND LIBRARIANS, 1939

6 October 1939

Dr. Robert C. Binkley
Department of History
Western Reserve University
Cleveland, Ohio

Dear Dr. Binkley:

Thank you very much for the copy of the July number of the American Archivist containing your article on Strategic Objectives in Archival Policy. You know how thoroughly I agree with you with respect to your suggestions.

It seems to me that one of the problems which needs clarification is the distinction between training in the use of archives by scholars and training in the techniques of archival administration. It is true that there is overlapping and that the archivist needs training in research methods, but I am finding also that many people who attempt to do research involving the use of archival documents know nothing about the research methods involved in the use of bulky manuscript materials. I hope that you are going to point out this situation in some of your future addresses. One reason I believe that archivists have accompolished relatively little in technique is that this earlier fundamental science has been lacking, and the user of archives has not clarified what he wanted from the archives.

I hope, of course, that I shall be seeing you at the meeting of archivists at Annapolis next week.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

THE JOINT COMMITTEE ON MATERIALS FOR RESEARCH

of the

AMERICAN COUNCIL OF LEARNED SOCIETIES
AND THE SOCIAL SCIENCE RESEARCH COUNCIL

ROBERT C. BINKLEY, *Chairman*
Western Reserve University

STUART A. RICE
Central Statistical Board

ARTHUR H. QUINN
University of Pennsylvania

NORMAN S. B. GRAS
Harvard University

Western Reserve University
Cleveland, Ohio

October 16, 1939

LAURENCE VAIL COLEMAN
American Association of Museums

H. M. LYDENBERG
New York Public Library

GEORGE HERZOG
Columbia University

ADELINE BARRY, *Executive Secretary*
Western Reserve University

Miss Margaret C. Norton
Division of Archives
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Thank you for your good letter of October 6th, with your valuable suggestion on one of the problems in archival work. I think that when Blegen's manual comes out, and when we get more seminars on local history started, and spread the gospel generally, we ought to see results. I agree with you that the whole archival technique requires much clarification.

Very sincerely yours,

Robert C. Binkley
~~Chairman~~

October 16, 1939

A. F. Kuhlman, Director
Joint University Libraries
Vanderbilt University
Nashville, Tennessee

Dear Kuhlman:

I like the idea of your big field day in Cincinnati next year, and I suggest that you add to the list the Committee on Historical Source Materials, headed by Herbert Kellar, and possibly the Business History Society, which can be reached through its secretary, Mr. Ralph Hower, at Cambridge.

Very sincerely yours,

Robert C. Binkley
Chairman

cc. Dr. A. R. Newsome
Philip C. Brooks
Luther H. Evans
J. M. Scammell
Dorsey W. Hyde, Jr.
Herbert A. Kellar
Thomas C. Martin
Miss Margaret C. Norton

VASSAR COLLEGE
POUGHKEEPSIE · NEW YORK
The Library

August 3, 1939.

Miss Margaret C. Norton,
Superintendent, Archives Division,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

I have noted in a bibliography slip from the Library of Congress that you prepared last year "Catalog rules: series for archives material." Is a copy of this volume available on exchange account? If so, we shall be glad to receive a copy for the library. If not, kindly send us a note of the price. If an additional copy of Lucy Maynard Salmon's "Why Is History Rewritten?" Oxford University Press, 1929, would be useful, we could send it to you in exchange.

Yours truly,

Fanny Borden

Librarian.

With personal greetings
FB

FB/V

VASSAR COLLEGE
POUGHKEEPSIE · NEW YORK
The Library

September 13, 1939.

Miss Margaret C. Norton,
Superintendent, Archives Division,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

We shall be glad to see you if you find time to visit Poughkeepsie on your way to Annapolis. I would like to visit your new archives building, and I shall hope to include it some time in my travel program.

Cordially yours,

Tommy Bozdon

Librarian.

FB/V

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MRS. W. W. GAAR
ALBERT L. KOHLMEIER
CORNELIUS O'BRIEN
HAL C. PHELPS

October 23, 1939

Miss Margaret Norton

Archives Building

Springfield, Illinois

Dear Miss Norton: -

On behalf of the members of the Indiana Historical Society who made the trip to Springfield on October 7 and 8, I wish to express, somewhat belatedly, our appreciation of your kindness on that occasion. We enjoyed our trip through the Archives Building and especially your interesting account of its activities. We hope that on some future occasion we may be able to repay in part your courtesy.

Miss Esther McNitt, on hearing of our fine visit with you, expressed regret that she had not been able to make the trip.

Sincerely yours,

Wylie J. Daniels

Wylie J. Daniels, Chairman

WJD:CR

24 October 1939

Mr. Dennis A. Dooley
State Librarian
Boston, Massachusetts

Dear Mr. Dooley:

Miss Rogers and I returned safely night before last. All three of us enjoyed our visit with Mrs. Dooley and you very much, indeed, and we left Boston, as was obvious, very reluctantly. I hope that you will get to Springfield before long so we can show you are institution, likewise.

I have just received a telegram announcing the death of Miss Irma A. Watts of Harrisburg, Pennsylvania. You never knew her, but she was for many years the librarian of the Pennsylvania Legislative Reference Bureau, and for five years secretary of the National Association of State Librarians and president in 1934. She is survived by a brother, Shirley B. Watts. The funeral is to be held October 26th from the residence of Galen Watts, 1019 Green Street, Harrisburg, Pennsylvania.

Please extend my greetings and thanks for her hospitality to your wife.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

The Commonwealth of Massachusetts

State Library

State House, Boston

October 26, 1939

Miss Margaret C. Norton
Superintendent
Archives Division
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Miss Rogers sent me the telegram you received announcing the death of Miss Irma A. Watts. I immediately telegraphed for flowers to be delivered in the name of the National Association of State Librarians. I also sent a wire of condolence to her brother. At the time of our next meeting we can adopt resolutions.

I am glad you arrived home safely and I am sure that Mrs. Dooley and I both enjoyed having you in Boston.

Sincerely yours,

Dennis A. Dooley

Dennis A. Dooley,
State Librarian

The Commonwealth of Massachusetts
State Library
State House, Boston

October 26, 1939

Miss Margaret C. Norton
Superintendent
Archives Division
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Miss Rogers sent me the telegram you received announcing the death of Miss Irma A. Watts. I immediately telegraphed for flowers to be delivered in the name of the National Association of State Librarians. I also sent a wire of condolence to her brother. At the time of our next meeting we can adopt resolutions.

I am glad you arrived home safely and I am sure that Mrs. Dooley and I both enjoyed having you in Boston.

Sincerely yours,

Dennis A. Dooley

Dennis A. Dooley,
State Librarian

ERNEST E. EAST
1112 PROSPECT ROAD
PEORIA, ILLINOIS

December 9, 1939.

Miss Margaret C. Norton,
Chief of Division of Archives,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

The undersigned, interested as an officer of local and state historical societies, and also as a citizen, requests you to offer suggestions or recommendations toward a proposal for the establishment of a division of archives in the government of the County of Peoria. A similar request has been made of Dr. R. D. W. Connor, Archivist of the United States.

Peoria County has a population exceeding 150,000. It was organized in 1825. It houses all its records in a court house constructed in 1878. Quantities of non-current records containing important historical material have been destroyed. All offices are crowded with current and noncurrent records. Some are stored in a basement unfit for storage. Peoria County was organized seven years after admission of Illinois to statehood. Like several other counties of that period it had jurisdiction over other territory unorganized. Chicago was attached to Peoria County for approximately six years. Accordingly its archives contain material of value to other communities as well as to its own. Abraham Lincoln personally appeared in circuit court.

Peoria is governed by a board of 43 supervisors. This board is considering the erection of a new county building. It appears to me that the time is not too early to put into effect a system designed to insure preservation of records, and for other reasons.

Principal record offices contain approximately 3,300 large volumes exclusive of document files and miscellaneous archives. These are in the offices of the recorder, county clerk, circuit court and probate court. Documentsof circuit and probate courtsare practically intact. Many documents and hundreds of book records, formerly in the office of the county clerk, have been destroyed.

Do you know of any county in any state which has undertaken to classify and catalogue its archives as an independent division of government?

Do you think the segregation of non-current records in such a county as Peoria would simplify the work of the several principal offices, and if space were provided for additional accessions would not the transfer of noncurrent records from time to time tend to lengthen substantially the period in which each of the record offices would outgrow the space assigned in a new building, and perhaps reduce immediate and future costs of remodeling or rebuilding. The undersigned hopes to be able toon to make some specific recommendations to the board of supervisors and will be grateful for the benefit of your suggestions and recommendations.

Sincerely yours,

Ernest E. East

18 December 1939

Mr. Ernest E. East
1112 Prospect Road
Peoria, Illinois

Dear Mr. East:

The suggestion that provision be made for a Peoria County Archives Department in planning for the proposed new County Court House is one which deserves careful and favorable consideration.

The archives of a county are the most valuable records in the state, both from an historical and a legal point of view. Upon the vital statistics (records of births, marriages and deaths) rest all rights of citizenship, proof of legitimacy and social security benefits. Deeds and mortgages have no legal effect if not registered by the County Recorder. Taxes are paid at the court house, most law suits are tried there, after death a man's property is distributed under the direction of the Probate Court.

It would seem that records so obviously important would be preserved by popular demand, but it is well known that every county has sustained serious losses of records through fire, deliberate destruction or neglect. The public is not conscious of the implications of such losses until individuals are embarassed by the inability of the officials, within whose jurisdiction the records lie, to produce the records needed. It is easy to blame this destruction on the ignorance or indifference of the county officials. Fundamentally, the cause for this loss of records is due to inadequate vault space, resulting in current records pushing older and less used records into basement and attic storerooms where they cannot be safeguarded.

A county archives department would not only relieve county officials of the care of their older and less used records, but also safeguard against the possibility of tampering which is always possible when records are ranged around the walls of offices open to the public as at present. With an archivist in charge, a record would be kept of the users of the documents, thus fixing the blame for losses or tamperings.

The greatest argument in favor of Peoria County's establishment of an Archives Department, however, is the economies to be effected in the cost of the proposed new building.

The following remarks are based upon the recent experience of the writer in supervising the designing of the new Illinois State Archives Building:

Vaults are the most expensive part of the building. They must not only be strictly fireproof, but they must withstand the great weights to be placed upon their floors. For proper preservation of records they should be air-conditioned. The proper humidity and temperature for vaults is incorrect for offices, and the vaults should have their own conditioning system. The most economical floor height for vaults is less than for offices. In the State Archives Building the vaults are eight feet high, and the seventh level of our vaults corresponds to the third floor of the office section of the building. Again, it is very difficult to foresee accurately the relative amount of vault space needed for the various county offices. It is quite likely that changes in legislation may well result ten years from now in one vault being half empty and the vault attached to an adjoining office overflowing.

It is my recommendation that vaults large enough only for current files which must be kept at hand, be provided adjacent to the various county offices, and that all other vaults be concentrated in one section of the building. In this way, allocation of space in the vaults can be made on the basis of actual rather than estimated need. An excellent plan might be similar to that of the State Archives Building, where offices surround the vaults on three sides, leaving the fourth side of the vaults for expansion. I believe such a plan would cost considerably less than the usual plan of building the vaults in the office section of the building.

The experience of the Illinois State Archivist is at the service of the County Board of Supervisors or other interested persons in relation to any phase of the proposed building project or the establishment of an archives department.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

THE HAYES MEMORIAL

FREMONT, OHIO

October 18, 1939

Miss Margaret C. Norton, Superintendent of Archives,
Illinois State Library,
Springfield, Illinois

Dear Miss Norton:

Your five articles in Illinois Libraries on the archives of Illinois, constitute the best statement on the work of the archivist, and the meaning of an archive, that I have seen in print in the United States. I wish that the whole could be printed as a pamphlet.

I am almost entirely outside of that field now, but am very glad to have articles of that sort to read, to keep me posted. One of the reasons I started the Historical Records Survey in Pennsylvania was because I found it impossible to do any of the things you explained so well in that series of articles. While I had a general idea of the work, I doubt if I could have developed it so explicitly as you have.

Very sincerely yours,

Curtis W. Garrison

Curtis W. Garrison
Director of Research

CWG:RVK

2 November 1939

Mr. Curtis W. Garrison
Director of Research
The Hayes Memorial
Fremont, Ohio

Dear Mr. Garrison:

Thank you very much for your kind words with respect to my articles in Illinois Libraries. I am hoping to be able to develop this section, so that eventually it may even become a separate publication. I am not trying to publish the type of professional articles which appear in the American Archivist, but to publish articles which will popularize archives to people who do not know very much about them. If you have any suggestions at any time as to what would be interesting to see discussed, or if you write anything which you think would be interesting, I would be glad to have you let me know about it.

I am very sorry, indeed, that you did not get to the meeting of the Society of American Archivists. We had over one hundred present, and a very stimulating meeting. I do not think any of us will ever think of you, a person no longer an archivist, and I hope we will see you at future meetings of the society, and certainly we shall be seeing you at the Washington meeting of the American Historical Association.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

THE HAYES MEMORIAL

FREMONT, OHIO

December 22, 1938

Miss Margaret C. Norton, Superintendent,
Archives Division,
Illinois State Library,
Springfield, Illinois

Dear Miss Norton:

Thank you for your kind commendation of our Report. We are also very much pleased that you feel that someday you may visit us.

Sincerely yours,

Curtis W. Garrison

Curtis W. Garrison
Director of Research

CWG:RVK

LIBRARY OF CONGRESS
WASHINGTON

August 8, 1939.

Miss Margaret C. Norton,
Superintendent,
Archives Division,
Illinois State Library,
Springfield, Illinois.

My dear Miss Norton:

Dr. Hill has turned over to me your letter of August 5, and I am delighted to know that you will be able and willing to welcome Señor Ricardo Donoso to Springfield. You will see from the enclosed memorandum that he expects to arrive on August 21, and we have arranged his program in accordance with your suggestions. Inasmuch as the time is so short now, I don't believe that I will be able to ascertain for your information whether he knows any English or not, so that perhaps it would be well if you could arrange for an interpreter.

I am sure that you will find Señor Donoso an interesting guest and I know that he will deeply appreciate your willingness to show him your archives.

Sincerely Yours,

Lewis Hanke

Lewis Hanke,
Director,
The Hispanic Foundation.

LH/c

COPY

Memorandum concerning the itinerary of Señor Ricardo Donoso from Mexico City to Washington

(all time indicated is railroad time)

August 16, 8:20 PM - leave Mexico City on the Missouri Pacific "Sunshine Special"

August 18, 11:02 AM - arrive Austin, Texas (during Señor Donoso's visit to Austin, Professor Charles W. Hackett of the University of Texas and Mr. Donald Coney, Director of the University of Texas Library, will be in charge of local arrangements)

August 20, 11:02 AM - leave Austin on the Missouri Pacific "Sunshine Special"

August 21, 8:30 AM - arrive St. Louis

August 21, 8:58 AM - leave St. Louis on the Chicago and Alton Railroad on the "Abraham Lincoln"

August 21, 1[illegible]:45 AM -Arrive in Springfield, Illinois, to visit the Illinois State Library and Archive under the direction of Miss Margaret C. Norton, Superintendent.

August 21, 6:15 PM - leave Springfield on the Chicago and Alton train "Ann Rutledge"

August 21, 9:30 PM - arrive Chicago. (during Señor Donoso's visit to Chicago, local arrangements will be in charge of Professor Robert Redfield, Dean of the Division of Social Sciences of the University of Chicago, and Professor Isaac J. Cox, Professor of History at Northwestern University.)

August 23, 12:50 PM - leave Chicago on the Michigan Central Railroad "Wolverine"

August 23, 6:58 PM - arrive Ann Arbor, Michigan. (during Señor Donoso's visit to Ann Arbor, local arrangements will be in charge of Professor Preston E. James, Director of the Institute of Latin American Studies)

August 24, 3:45 PM - leave Ann Arbor

August 24, 4:58 PM - arrive Detroit

August 24, 5:25 PM - leave Detroit on the Pennsylvania Railroad "Red Arrow"

August 25, 8:40 AM - arrive Washington, D.C.

25 August 1939

Mr. Lewis Hanke
Director
The Hispanic Foundation
Library of Congress
Washington, D. C.

Dear Mr. Hanke:

Senor Donoso has come and gone, and we wish to thank you for giving us the pleasure and privilege of meeting him. He is a most delightful person and I hope he profited half as much from his visit as we did.

He had not heard of the meeting of the Society of American Archivists to be held in Annapolis, October 13th & 14th, and expressed an interest in attending. I would suggest that you get in touch with the Secretary, Dr. Philip C. Brooks at the National Archives and see that he gets an official invitation.

Senor Donoso handles English quite well, but we were fortunate in having one of the Sisters from our Junior College here, who happens to be a daughter of a former president of one of the Central American Countries, who made a very charming interpreter for us and I think he felt much happier having someone who could express in English some of his thoughts.

Again thanking you, I am

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

THE LIBRARY OF CONGRESS
WASHINGTON

THE HISPANIC FOUNDATION

August 30, 1939

Miss Margaret C. Norton,
Superintendent,
Archives Division,
Illinois State Library,
Springfield,
Illinois.

Dear Miss Norton:

Your letter of August 25 has arrived and we are delighted to know that you had such a pleasant time with Señor Donoso. He was very much impressed by your archive and speaks of his visit with you in the highest terms. We deeply appreciate your assistance in taking charge of him for the day and in otherwise contributing to the pleasure of his visit to this country.

Sincerely yours,

Lewis Hanke

Lewis Hanke,
Director.

LH/mc

THE UNIVERSITY OF WISCONSIN
MADISON

DEPARTMENT OF HISTORY
BASCOM HALL

May 23, 1939

Miss Margaret C. Norton

State Archives

Springfield, Illinois

Dear Miss Norton:

As Chairman of the Program Committee for the Omaha meeting of the Mississippi Valley Historical Association, I should like to have you assist me on the Committee. Official notice of your appointment to the Committee will come to you from Mrs. Payne or Dr. Randall. I shall appreciate any advice and assistence which you can give us in preparing a program.

Sincerely yours,

W. B. HESSELTINE

WBH:MJ

26 May 1939

Prof. W. B. Hesseltine
Department of History
Bascom Hall
University of Wisconsin
Madison, Wisconsin

Dear Mr. Hesseltine:

I will be happy to serve on your program committee for the Omaha meeting of the Mississippi Valley Historical Association when and if appointed. Of later years, I have not been able to be regular in my attendance at the association and am, therefore, not as familar with past programs as I should be. I will try to think of suggestions if you will indicate what your general plan for the program will be.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

THE UNIVERSITY OF WISCONSIN
MADISON

DEPARTMENT OF HISTORY
BASCOM HALL

June 13, 1939

Miss Margaret C. Norton
Superintendent, Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I thank you very much for consenting to serve on the Program Committee for the Omaha meeting of the Mississippi Valley Historical Association. Mrs. Paine tells me that she has sent you official notification.

I should like very much to have you think of the possibility of getting a lively discussion of problems connected with historical archives and I should appreciate your suggestions with regard to people who might have a contribution to make to the members of the Association. I shall be in New York University, Washington Square College, until the middle of August, but I should like to have any suggestions which you wish to make in my hands by the opening of school in the fall.

Sincerely yours,

W. B. HESSELTINE

WBH:MJ

THE UNIVERSITY OF WISCONSIN
MADISON

DEPARTMENT OF HISTORY
BASCOM HALL

September 14, 1939

Miss Margaret C. Norton
Stete Archives
Springfield, Illinois

My dear Miss Norton:

I am writing to you in regard to the program for the Omaha meeting of the Mississippi Valley Historical Association. I wonder if during the summer you have thought of any problems connected with Historical Archives which should be discussed by the Association. I should appreciate your advice in this field. My interest in Historical Archives library work, the historical records survey, and such forms of historical activities, far exceeds my knowledge, and I shall have to depend upon you to advise and guide me in the selection of such a program. It has become customary in recent years for the Mississippi Valley Historical Association to have at least one section or luncheon conference devoted to the subject of archival or other materials for historical work.

Sincerely yours,

W. B. HESSELTINE

WBH/dk

19 September 1939

Professor W. B. Hesseltine
Department of History
Bascom Hall
University of Wisconsin
Madison, Wisconsin

Dear Mr. Hesseltine:

Contrary to what you are undoubtedly thinking, I have not forgotten that I promised to help you on the Archives section of the Mississippi Valley Historical Association's program. I have been very busy attempting to finish a certain piece of work and otherwise clearing my desk before leaving on a vacation at the end of this week.

I am afraid some of the things I had thought of may be untimely on account of the European war, which may prevent American students from doing archives work abroad for some years. As an archivist, I have been disturbed by the evident lack of preparation on behalf of most graduate students for work with manuscripts. They do not know how to handle the papers from a physical angle, and they seem to lack technique in research involving manuscripts. I find that the average student expects to find the contents of manuscript collections in an encyclopedic form, and lacks technique and imagination for reading over masses of material for the color and spirit of the times as well as for finding obscure new material. In other words, I fear our American history students, for the most part, are not being trained in the newer types of source material, which involve masses of documents. This is true not only when they are using manuscripts, but also printed social source material, which contains more chaff than wheat. I also feel sure that the average Ph.D. student would be utterly unprepared to cope with the various problems he would meet in doing research work in foreign archives. Most of them are unacquainted with the major archival institutions except possibly to know of the French and British Archives. They know nothing of paleography, diplomatics, etc. Just now a number of persons over the country are deeply interested in the question of what technical training the archivist should have. It seems to me that we are dropping the subject with a statement that the archivist should have graduate historical training. The archivist needs the same technique that the historian needs when he is going to do research. Of course, he needs other techniques besides. I am wondering if it might not be well to have a paper on some such subject (which you will have to re-word), as

"What training does the graduate history student need for doing research in foreign and American archives, and in social science documents in general?" I would suggest Professor Theodore Pease for this topic. Other possible speakers might be John D. Hicks or Avery Craven.

The program of the Society of American Archivists has just arrived, and I notice there is to be one paper by Dr. James H. Kenney of the Public Archives of Canada, entitled "What the Research Scholar expects of an Archival Establishment". I don't suppose we could ask Dr. Kenney to make the trip to Omaha to repeat this paper. It does seem to me that it would be a pertinent paper for Mississippi Valley, and perhaps we could find one of our members to give a similar paper.

Another topic which is being discussed at the Society of American Archivists is a paper entitled, "Finding, Preserving and Using Business Records" given by Herbert Hetton of Princeton University. Of course, Grace Nute has written considerable on this subject with relation to the fur trade. I do not remember whether she has given such a paper before the Mississippi Valley Historical Association.

It might be interesting to have some discussion of some of the more important mid Western manuscript collections. I am thinking particularly of the Hayes Memorial Library at Freemont, Ohio, headed by Dr. Garrison. This library as you know is to specialize on the reconstruction period, and is collecting not only manuscripts, but books. Perhaps someone could give a resume of the important research centers in the Middle West with a suggestion as to their specialties. I do not think this has been done in recent years, and while those of us who are in the field are quite familiar with the subject, I do not know how many of our members in general are.

Professor George P. Hammond of the University of New Mexico has recently put through a large scale film copying of manuscripts dealing with the Southwest. He has had transcripts taken not only in Europe, but also sent specification all through the Eastern states. As this is the latest large scale private project for collecting materials, perhaps it would be of interest to our members, although there again you might think the subject matter did not come within our scope.

Just at present I do not think of any other topics. I am leaving on my vacation this coming Saturday, and will be

back for a day or two around the 5th of October. Immediately after that I am leaving for a two weeks auto trip to the meeting of the Society of American Archivists, visiting archival departments on the way. Perhaps I will be able to pick up some further suggestions if these do not impress you.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

MISSISSIPPI VALLEY HISTORICAL ASSOCIATION

PROGRAM COMMITTEE

October 20, 1939

Professor William O. Binkley
Vanderbilt University
Nashville, Tennessee

Professor E. M. Coulter
University of Georgia
Athens, Georgia

Professor George L. Anderson
Colorado College
Colorado Springs, Colorado

The Reverend Gilbert J. Garraghan
Loyola University
Chicago, Illinois

Professor Charles H. Wilson
Colgate University
Hamilton, New York

Miss Margaret C. Norton
State Archives
Springfield, Illinois

Dear Colleagues:

I enclose herewith a report embodying the suggestions and papers which I have received to date arranged as well as I could under suitable section headings. I should like to have complete comments from each member of the committee concerning the general arrangement as it now stands as well as specific suggestions of topics and available papers. I should like your judgment on all aspects of this program and your suggestions for its improvement.

May I suggest that you might find it convenient to reply on the tentative program enclosed.

Very sincerely yours,

W. B. [redacted]
Chairman, Program
Committee

WBHjmh

Enclosure

MISSISSIPPI VALLEY HISTORICAL ASSOCIATION

PRELIMINARY PROGRAM

October 20, 1939

I. General Session: American Social History
Chairman _____?
The Approach to American Social History
Wood Gray, George Washington University.
Discussion: (Suggested) A. C. Cole.
(Note: This paper will be made available to members before the meeting)

II. General Session: Propaganda in Wartime.
Chairman _____?
1. Charles J. Metzger (West Baden College); Propaganda in the American Revolution
2. George W. Smith (Washington & Lee); Civil War Propaganda
3. _____ World War Propaganda

III. Economic Development of the Great Plains
Chairman _____?
1. C. C. Beckwith, (University of South Dakota); Economic Development of the Black Hills Region.
2. Gerald Forbes (Northeastern [Ohio] State College); Development of the Oil Industry in the Southwest
Suggested.
Dora B. Peaks (Colorado State Teachers College); Range Cattle Industry
Raymond Nielson (Creighton University); Building the Western Union.
Gilbert Garraghan (Loyola); Nebraska in the Pre-American Period.

IV. Philosophy of the Old South
Chairman _____?
1. Harvey Wish (De Paul); Militant Pro-Slavery Theorists of the 1850's.
Suggested
Charles W. Porter (National Park Service); Thomas R. Dew
Arthur Y. Lloyd; Pro-Slavery and Abolition

V. The Urbanization of the Middle West
Chairman _____?
1. F. P. Weisenberger (Ohio State); Town and Village in the Pioneer Period.
2. Bayrd Still (Duke); Processes and Problems in Mid-Nineteenth Century Urbanization
Needed
Papers on later period.

VI. American Diplomacy
Chairman _____?
1. J. C. Crighton (Stevens College); The Case of the Wilhelmina.

Needed
Papers on either 1) aspects of American Diplomacy or
2) America in the World War

VII. Luncheon Conference.
Chairman _____?
Suggested: The Training of Archivists
: Non-Academic Employment for Trained Historians
: The Graduate Student and the Use of Archival Material
Needed.
Personelle

VIII. Evening Session.
Chairman
1. Charles R. Wilson "The Jazz Idiom in America"

The following have been suggested as suitable topics for discussions. I should like your reactions to each of them, with suggestions of available men and papers to fit into the scheme. Such programs will be added as time and available personelle permits.

1. Presidential Elections.
2. Debate between Cole and Craven on "Was the Conflict Really Irrepressible?"
3. The Historian in War Time.
4. The Non-Economic Aspects of the Frontier Hypothesis.
5. The West in the Post-Frontier Period.
6. Explorations and Colonization of the Spanish.

The following list of articles accepted by the Review may be available for the program.

1. J. G. Bragg (Baylor); The Last Days of the Lost Cause in Louisiana.
2. John R. Alden (University of Michigan); The Albany Congress and the Creation of the Office of Indian Superintendent
3. George W. Auxier(Library of Congress); Middle Western Newspapers on the Spanish American War.
4. Elmer Ellis (University of Missouri); Public Opinion and the Income Tax, 1860-1900.
5. Milton Hunter (33 East 4th Street, Logan, Utah); Mormon Routes to the Sea.
6. Maurice C. Latta (Iowa Wesleyan, Mount Pleasant, Iowa); Some Protestant Contributions to American Imperialism
7. Ernest E. Leisy (3523 Asbury Street, Dallas, Texas); Westward Expansion in American Historical Fiction.
8. William J. McNiff(Miami University); Early Mormonism and Music.
9. James C. Malin(University of Kansas); Identification of the Stranger at the Potawatomie Massacre.
10. Thomas M. Pitkin (Jefferson National Expansion Memorial, St. Louis) Western Republicans and the Tariff of 1860.
11. Everett W. Sterling (3805 Fifth Avenue, Sioux City, Iowa); The Powell Irrigation Survey, 1888-1893.
12. H. A. Trexler, (Western Methodist University); The Opposition of Planters to the Employment of Slaves as Laborers by the Confederacy.
13. Gordon Wright (Stanford University); Economic Conditions in the Confederacy as Seen by the French Consuls.
14. Horace Adams (Arkansas Agricultural & Mechanical College); A Puritan Wife on the Frontier.

2 November 1939

Prof. W. B. Hesseltine
Chairman, Program Committee
Mississippi Valley Historical Association
History Department
University of Wisconsin
Madison, Wisconsin

Dear Mr. Hesseltine:

Your letter with the proposed program for the meeting of the Mississippi Valley Historical Association came during my absence attending the Illinois Library Association Convention. My delay in replying was due to an absence from the city at the time your letter came.

For the luncheon conference on archives, I will make the following suggestions: Prof. T. C. Pease, University of Illinois; "The Graduate Student and the Use of Archival Material", Prof. Louis Gottschalk, University of Chicago; "Non-Academic Employment for Trained Historians" and the paper on "The Training of Archivists": two names come to my mind for these, and I am not sure which would be best for which; Dr. William D. McCain, Director, Department of Archives and History, Jackson, Mississippi, and Dr. E. A. Davis, Head, Department of Archives and Manuscripts, Louisiana State University, Baton Rouge. Miss Esther McNitt, Chief of the Department of Indiana History and Archives of the Indiana State Library, generally attends the Mississippi Valley meeting and might be used on the program. Of course, Dr. Grace Nute, the curator of manuscripts of Minnesota Historical Society, also gives excellent papers. I have been trying, however, to think of people who have not expressed themselves freely on these matters, but who have given considerable thought to them.

I cannot think of anyone coming from West of the Mississippi River who would be apt to attend the meeting, and who would be able to give such a paper. I am not sufficiently au courant with the membership of the Mississippi Valley Association to be able to suggest chairmans for your other sections, which sound very interesting. I am particularly interested in the section on the "Urbanization of the Middle West". On your topic "American Diplomacy", it would be interesting to have a paper on American War propaganda during the World War. It seems to me that that is a rather live topic, though in case we should be in-

volved by the time of the meeting, we might wish that we did not have such a paper. I think the suggestion that we have something on Presidential Elections would be good. I would also probably enjoy the debate between Cole and Craven on "Was the Conflict Really Irrepressible?" I think Dr. Cole "could take it" although you know that Dr. Craven is apt to be rather brutal in debating.

When I accepted appointment on the committee, I had failed to realize how comparatively few middle western people interested in archives and archival training were available. I will be glad to send you other suggestions when and if I think of them.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

18 December 1939

Professor W. B. Hesseltine
Chairman, Program Committee
Mississippi Valley Historical Association
History Department
University of Wisconsin
Madison, Wisconsin

Dear Professor Hesseltine:

Evidently my previous letter to you, in relation to the archives program, has miscarried. I suggested in it that the chairman of the luncheon conference might be Professor Theodore C. Pease of the University of Illinois, or Professor Louis Gottschalk of the University of Chicago. I suggested discussions by Mr. Wm. McCain of the Mississippi Department of Archives and History and Dr. E. A. Davis, Head of the Department of archives and manuscripts, Louisiana State University, Baton Rouge, Louisiana. These are the middle western archivists who would be most apt to make a contribution on the subject.

Mr. Reid Nation, Chief of the Division of Archives, Indiana State Library, Indianapolis, might possibly be able to speak on this subject. Also, Mr. Lewis G. VanderVelde, Director Michigan Historical Collection, University of Michigan, Ann Arbor. Dr. Curtis W. Garrison, Hayes Memorial Library, Freemont, Ohio; Mr. William D. Overman, Ohio State Archeological and Historical Society, Columbus. These are about the only persons I can think of in the middle west, who would be apt to be able to make any contributions on the subject of the training of an archivist, which I know is the subject of Dr. Buck's paper. If I were sure of attending myself, which now seems unlikely, I might suggest the impropriety of including my own name, since I have been invited to give a course on archives at Columbia this summer.

I expect to attend the American Historical Association meeting next week, and perhaps we can discuss the program at that time.

Sincerely,
ILLINOIS STATE LIBRARY
Archives Division

MCN AR

Superintendent

MISSISSIPPI VALLEY HISTORICAL ASSOCIATION

PROGRAM COMMITTEE

December 28, 1939

The Executive and
Program Committees,
Mississippi Valley Historical Association.

Attached hereto is the preliminary report of the Program Committee for the spring meeting in Omaha, May 2-4, 1940.

The Chairman will welcome suggestions of papers to fill the gaps in the sections arranged, and of names of suitable persons to act as Chairmen of sections and as discussion leaders.

A suggestion has been made that each contributor make available mimeographed or printed copies of his paper before the meeting of the session. This practice is generally followed in the scientific societies, and has the effect of stimulating discussion of the papers. If the suggestion meets the approval of the Program and Executive Committees, the Chairman of the Program Committee should be instructed to request the contributors to supply such copies.

W. B. HESSELTINE

Chairman, Program
Committee

To: Professor Wm. C. Binckley, Vanderbilt University, Nashville, Tenn.
Professor E. M. Coulter, University of Georgia, Athens, Georgia.
Professor Geo. L. Anderson, Colorado College, Colorado Springs, Col.
The Reverend Gilbert J. Garraghan, Loyola University, Chicago, Ill.
Professor Charles R. Wilson, Colgate University, Hamilton, N. Y.
Miss Margaret C. Norton, State Archives, Springfield, Illinois.
MEMBERS OF THE PROGRAM COMMITTEE.

And
To: MEMBERS OF THE EXECUTIVE COMMITTEE.

MISSISSIPPI VALLEY HISTORICAL ASSOCIATION

PROGRAM COMMITTEE

PRELIMINARY REPORT

I. Approaches to American History
Chairman _____
An Approach to American Social History
Wood Gray, George Washington University
An Approach to American Constitutional History
William T. Hutchinson, University of Chicago
An Approach to American Economic History
_____ (Needed)
Discussion Leaders _____

II. General Session: Propaganda in Wartime
Chairman _____
Propaganda in the American Revolution
Charles H. Metzger, West Baden College
Union Propaganda in the Civil War
George W. Smith, Washington and Lee University
Propaganda Forces in the U. S. During the World War
(Needed. Peterson and Tansill refused. Mock or Larsen suggested but not yet invited.)
Discussion Leader_____

III. Economic Development of the Trans-Mississippi Area
Chairman _____
Economic Development of the Black Hills Region
C. G. Beckwith, University of South Dakota
Development of the Oil Industry in the Southwest
Gerald Forbes, Northeastern [Okla.] State College
The Range Cattle Industry
Ora B. Peake, Colorado State Teachers College
Building the Western Union
Raymond Nielson, Creighton University
Discussion Leader _____

IV. Philosophy of the Sectional Conflict
Chairman _____
The Militant Abolitionists
Arthur Y. Lloyd, Kentucky Department of Welfare
Militant Pro-Slavery Theorists of the 1850's
Harvey Wish, De Paul University
Discussion by _____
and _____

V. Urbanization of the Middle West

Chairman _____

Town and Village in the Pioneer Period
Francis P. Weisenberger, Ohio State University

Processes and Problems of Mid-Nineteenth Century Urbanization
Bayrd Still, Duke University

The Age of the City
(Harlow Lindley invited; acceptance not received. Alternates needed)

Discussion Leader _____

VI. American Commerce and Diplomacy

Chairman _____

Transit Trade at Panama, 1848-1865
Charles H. Norby, Iowa State College

The Use of Force in Carribbean Interventions Under Roosevelt and Wilson
Maurice C. Latta, Iowa Wesleyan College

The Case of the Wilhelmina
J. C. Crighton, Stevens College

Discussion Leader _____

VII. Spanish Exploration and Colonization

Chairman _____

Who Discovered New Mexico?
Lansing B. Bloom, New Mexico Historical Review

New Light on the History of the Conquest of New Mexico, 1692-1704
J. Manuel Espinosa, St. Louis University

The De Soto Route in the Light of the Latest Researches
Barbara Boston, Newberry Library

_____
(Lansing Bloom, University of New Mexico invited to choose own subject. Alternates needed.)

Discussion Leader _____

VIII. The Frontier Influence

Chairman _____

The Eastern Shore Frontier
John H. Powell, Iowa State College

The Rôle of the Frontier in Producing the Populist Revolt
Benton H. Wilcox, Wisconsin Historical Records Survey

Non-Economic Factors in the Frontier Movement
Gilbert J. Garraghan, Loyola University

Discussion Leader _____

IX. Luncheon Conference on Archival Training

Chairman _____

The Training of an Archivist
Solon J. Buck, National Archives

Discussion by _____
and _____

X. Annual Dinner
Chairman _____
Welcome to Omaha (?)
(Arranged by Local Committee)
Presidential Address: _____
James G. Randall, University of Illinois

XI. Dinner of the Association
Toastmaster _____
(Local entertainment by Local Committee? Suggestions needed. Humor program?)

XII. Business Meeting Luncheon
Chairman _____

XIII. Teachers Section
(Program prepared by Burr W. Phillips.)

XIV. Luncheon Conference for Teachers
Edgar B. Wesley, University of Minnesota

Papers Offered or Suggested

O. O. Winther, Indiana University, "Commerce and Transportation on the Upper Missouri River in the Early Period."
Gaston L. Litton, National Archives, one of the "Five Civilized Tribes of Oklahoma."
Walker Wyman, River Falls [Wisconsin] State Teachers College, "The Missouri River Towns."
Ralph Budd, Burlington Railway, "Evolution of Transportation."
S. D. Mock, Emporia Teachers College, "Coloredo Railroads."
Richard Krebs, Omaha High School, "Local Financing of Railroads in Southeastern Nebraska."

Programs Suggested

Historical Societies of the Mississippi Valley Area
Indians of the Mississippi Valley
Presidential Elections
Debate, Cole vs. Craven; "Was the Conflict Really Irrepressible?"

The following list of articles accepted by the Review:

1. J. G. Bragg (Baylor), "The Last Days of the Lost Cause in Louisiana."
2. John R. Alden (University of Michigan), "The Albany Congress and the Creation of the Office of Indian Superintendent."
3. George W. Auxier (Library of Congress), "Middle Western Newspapers on the Spanish American War."

4. Elmer Ellis (University of Missouri), "Public Opinion and the Income Tax, 1860-1900."
5. Milton Hunter (33 East 4th Street, Logan, Utah), "Mormon Routes to the Sea."
6. Maurice C. Latta (Iowa Wesleyan, Mount Pleasant, Iowa), "Some Protestant Contributions to American Imperialism."
7. Ernest E. Leisy (3523 Asbury Street, Dallas, Texas), "Westward Expansion in American Historical Fiction."
8. William J. McNiff (Miami University), "Early Mormonism and Music."
9. James C. Malin (University of Kansas), Identification of the Stranger at the Potawatomie Massacre."
10. Thomas M. Pitkin (Jefferson National Expansion Memorial, St. Louis), "Western Republicans and the Tariff of 1860."
11. Everett W. Sterling (3805 Fifth Avenue, Sioux City, Iowa), "The Powell Irrigation Survey, 1888-1893."
12. H. A. Trexler (Western Methodist University), "The Opposition of Planters to the Employment of Slaves as Laborers by the Confederacy."
13. Gordon Wright (Stanford University), Economic Conditions in the Confederacy as Seen by the French Consuls."
14. Horace Adams (Arkansas Agricultural & Mechanical College), "A Puritan Wife on the Frontier."
15. Leslie L. Bradley (158 North Lombard Avenue, Oak Park, Illinois), "Drinking Customs in the Early Days of the Republic."
16. Merrill G. Burlingame (Montana State College, Montana), "John M. Bozeman."

124 Harvard Avenue
Albuquerque, New Mexico
July 8, 1939

Miss Margaret C. Norton
Superintendent Archives Division
Illinois State Library
Springfield, Illinois

My dear Miss Norton:

Perhaps you will remember that I wrote to you last fall, when I became manuscripts cataloguer of the University here, asking for a copy of your catalogue rules (which I have studied with great interest), and you very kindly extended an offer of further help. As I am coming to Springfield in August, I should like very much to be permitted to visit the Archives Building. May I come to observe some of your methods, particularly as to housing and cataloguing? I do not mean of course, that I should expect to take up a great deal of someone's time explaining matters, but rather to observe general methods and arrangements.

Yours very truly,

Ellen Jackson

124 Harvard
Albuquerque, New Mexico
July 29, 1939

Miss Margaret C. Norton
Superintendent, Archives Division
Illinois State Library
Springfield, Illinois

My dear Miss Norton:

Thank you for your letter in regard to my visit to the Archives Division. It was good of you to mention the Fair. I had quite forgotten that it would occur about that date, although I have attended it more than once. But we are not expecting to be in Illinois until about August 23. I am looking forward to meeting you personally.

Yours very truly,

Ellen Jackson

124 Harvard Avenue
Albuquerque, New Mexico
September 2, 1939

Miss Margaret C. Norton, Superintendent
Archives Division, Illinois State Library
Springfield, Illinois

My dear Miss Norton:

I wish to thank you and your staff for the kindness and courtesy shown me during my recent visit, which was both profitable and pleasant. I regret that I did not meet you personally, and hope that your recovery was rapid and complete.

Yours very truly,

Ellen Jackson

~~Manuscripts~~ Cataloguer
University of New Mexico

11 September 1939

Miss Ellen Jackson
124 Harvard Avenue
Alburquerque, New Mexico

Dear Miss Jackson:

We were hoping that you would be able to get back this way again before you went back to New Mexico. I can't tell you how disappointed I was in not seeing you. I had not before taken any time off on account of illness for a year and a half, and that day was only the second time in over four years and a half. I had a slight touch of the epidemic of intestional flu which was making a round.

I presume Mr. Wetherbee gave you as much information as I could have given you. However, I was disappointed in having to miss you. I hope you will get this way again, and I am very very sorry that I could not have seen you.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

STATE OF MARYLAND
HALL OF RECORDS
MORRIS L. RADOFF
ARCHIVIST

ANNAPOLIS

December 5, 1939

Miss Margaret C. Norton, Superintendent
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I am writing to ask your policy in regard to your card index. Do you have one general index for all your manuscript material or do you have a separate filing system for different types of documents? At present we have a general index but as we proceed with our classification, this arrangement seems somewhat cumbersome. We have considered keeping separate the index cards for certain large groups of materials, such as testamentary business, court records, legislative and executive papers and so on. There are certainly arguments for both systems but we wish to know the practice in other state archives.

I shall appreciate an expression of your opinion in this matter.

Yours sincerely,

Elizabeth W. Meade

Elizabeth W. Meade
Assistant Archivist

EWM:TCF

8 December 1939

Miss Elizabeth W. Meade
Assistant Archivist
Hall of Records
Annapolis, Maryland

Dear Miss Meade:

We have found it advisable to have more than one index for our manuscript material. We have a general catalog, which lists all the main series in the archives. Individual documents or part of series of sufficient importance are brought out as analyticals of series. We find that an attempt to put all indexes in a general catalog makes it too cumbersome when one needs to know how to locate series of documents quickly.

In addition to our catalog, we have a consolidated name index in which we list every name which appears in any of the State records, so far indexed, up to 1850. This card gives not only the bibliographical citation, but also digests the biographical information to be secured from the document so that it is unnecessary to add to the wear and tear of original manuscripts for ordinary consultation concerning names.

We also plan eventually to have a similar place index, for many calls are for information about places. A date index of manuscripts would also be desirable, but we do not contemplate making one for the time being.

Under separate cover, I am sending you our "Catalog Rules". A revision of section 183 is being mimeographed, and I will send you a copy of that a little later.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

HCH AR

January 4,
1939.

Mrs. Trotwood Moore,
Librarian and Archivist,
Tennessee State Library,
Nashville, Tennessee.

Dear Mrs. Moore:

Thank you very much for the copy of the Tennessee blue book and for the copy of the Historical map of Tennessee. Congratulations upon your fine piece of work.

I was glad you could come to Springfield, but disappointed I found absolutely no time for a visit with you. I was hoping that you could also come to the American Historical meeting. I am hoping to be able to attend the Mississippi Valley Association meeting at Memphis and hope I can have a visit with you there.

Sincerely

ILLINOIS STATE LIBRARY
Archives Division

MCH:RD

Superintendent

INDIANA STATE LIBRARY
C. B. COLEMAN, *Director*
Telephone: RIley 8361
INDIANAPOLIS

REID NATION, *Acting Chief*
Archives Division

September 23, 1939.

Miss Margaret C. Norton,
State Archives Building,
Springfield,
Illinois.

Dear Miss Norton:

As you may know, the Indiana Historical Society is planning to have its annual pilgrimage over October 7-8, which will include a trip to Springfield as a base for further excursions into the Lincoln country.

I have been considering making the trip with the organization but cutting my trip short at Springfield and taking up as much of your time, in conversation and consultation, as may be convenient to you. However, I certainly do not wish you to change any plans for that day that you may have laid already, nor do I ask you to keep your building open just for me. But if your building is open on Saturday afternoon as the usual thing, and if you find that it would not interfere with any plans, tentative or completed, which you may have, will you please let me know?

It is quite possible that I shall not be able to make the trip, but I shall write to you as soon as I may after receiving your reply.

Sincerely,

Reid Nation

Reid Nation.

25 September 1939

Mr. Reid Nation
Acting Chief
Archives Division
Indiana State Library
Indianapolis, Indiana

Dear Mr. Nation:

Miss Norton is on her vacation, at present, and may not be back in the office October 7th. If she should return in time, I shall bring your letter to her attention.

Although the Archives Building is closed on Saturday afternoons, I shall be glad to show you the building and equipment at that time, if you decide to come.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

S. Ambrose Wetherbee

SAW AR

INDIANA STATE LIBRARY
C. B. COLEMAN, *Director*
Telephone: RIley 8361
INDIANAPOLIS

REID NATION, *Acting Chief*
Archives Division

October 5, 1939.

Mr. S. Ambrose Wetherbee,
State Archives Building,
Springfield,
Illinois.

Dear Sir:

Thank you for your letter of September 25. I wish to apologize for any inconvenience my delay in replying may have caused. The delay has been caused by circumstances beyond my control.

Since Miss Norton will not be in the office, I have decided not to make the trip. I have had the opportunity to inspect the building and equipment and so would not impose on you a second time. My main purpose would have been to discuss certain phases of archive theory with Miss Norton and renew an acquaintance of some three years.

I am very grateful for your offer. I shall make the proposed visit some time during the winter, and I hope to have the pleasure of meeting you at that time. Please express to Miss Norton my regret that I could not see her and my wish that she had a most enjoyable vacation.

Very respectfully,

Reid Nation

Reid Nation.

6 October 1939

Mr. Reid Nation
Acting Chief
Archives Division
Indiana State Library
Indianapolis, Indiana

Dear Mr. Nation:

Although my vacation is not supposed to be over, I have come back to Springfield for a couple of days between my vacation and Sunday when Miss Rogers, my chief, and I are starting to drive to Annapolis for the meeting of the Society of American Archivists.

I may and may not have time to greet the members of the Indiana Historical Society, who will be here this weekend. I think it is just as well that you did not try to come with them. I have another speaking engagement for Saturday night, so cannot even attend the dinner being given for them.

Miss Rogers and I expect to drop in at the Indiana State Library an hour or two this coming Monday, and I hope that I can see you at that time. Certainly we can have a visit at the meeting of the Society.

I hope you can come over and spend some time with us here soon. You and I never have very good luck in getting together.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

10 August 1939

Dr. William D. Overman
Curator of History and Archives
Ohio State Archeological and Historical Society
Columbus, Ohio

Dear Dr. Overman:

My chief, Miss Helene Rogers the State Librarian, and I are planning to drive to the Annapolis meeting of the American Archivists stopping in Columbus on the way, and in fact visiting other archives, such as the one at Harrisburg. We are not coming back directly, but wonder if Mrs. Overman and you or Mr. McKinley and you would be interested in driving the one way with us?

If this appeals to you, we can make plans for it a little later. Miss Rogers suggested, however, that I write to you now. We also want to go up to Dover to see the new Delaware Archives building. I do not know whether we will have time to do that before or after the meeting.

Please remember me to Mr. Lindley.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

THE OHIO STATE ARCHAEOLOGICAL AND HISTORICAL SOCIETY
Ohio State Museum
COLUMBUS

OFFICE OF DIRECTOR

August 17,1939.

Margaret C. Norton
Superintendent Archives Division
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I appreciate your letter and the invitation to ride with you and Miss Helene Rogers to the Annapolis meeting in October. I have been planning on driving to the meeting myself and since I was appointed chairman of the committee on program think it advisable for me to be there the day before the meeting starts, so I am afraid that I shall not be able to avail myself of your kind offer. Mr. McKinley and Mrs. Overman have both been asked to go with me and so far they have not declined. If they do, and it is not too late, I may write to you later. In any case I hope that you will be able to stop in Columbus on your way to or from the East.

Sincerely yours,

William D. Overman
Curator of History
and Archivist

Mississippi Valley Historical Association

PRESIDENT
J. G. RANDALL
UNIVERSITY OF ILLINOIS
URBANA, ILLINOIS

SECRETARY-TREASURER
MRS. CLARANCE S. PAINE
STATION B
LINCOLN, NEBRASKA

OFFICE OF THE SECRETARY-TREASURER

May 31, 1939

Miss Margaret C. Norton
State Archives Department
Springfield, Illinois

My dear Miss Norton:

You have been appointed by Mr. Randall, President of the Mississippi Valley Historical Association, to serve upon the program committee for the annual meeting to be held in Omaha, April 1940. Dr. W. B. Hesseltine is the chairman of the committee. Other members are: Dr. E. M. Coulter, Prof. W. E. Binkley, Prof. Ray Wilson, Father Garraghan, and Mr. George L. Anderson.

I hope you will find it possible to accept this appointment. Hoping to hear from you, I remain

Sincerely yours

Clara S. Paine

5 June 1939

Mrs. Clarence S. Paine
Secretary-Treasurer
Mississippi Valley Historical Association
Station B
Lincoln, Nebraska

Dear Mrs. Paine:

I will be very happy to serve upon the program committee for the Annual Meeting of the association to be held in Omaha, April 1940. I hope that I shall be able to attend this meeting. I had planned to attend the Memphis Meeting, but had to go to Washington on business in February, and there was not sufficient money, either in the State treasury or the Norton treasury, to permit me to take the other trip.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

24 November 1939

Sister M. Paschala
St. Claira Convent
Sinsinawa, Wisconsin

Dear Sister Paschala:

Sister Luella from the Rosary College was here several days ago, and told me that you had been appointed archivist for the order. She thought you might be interested in knowing that we are offering an Archives Interneship here in connection with the University of Chicago Graduate History School and Graduate Library School. It seems unlikely, however, that this course will be given this coming Spring, because there seems to be no candidates for it at present. We would be delighted, however, to have you come down here to visit and to give you any help that we could with your new work.

I hope that you will be able to come, and in the meantime if you have any problems on which we can help you, we will be very glad to hear from you.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

SAINT CLARA CONVENT
SINSINAWA, WISCONSIN

November 29, 1930

Miss Margaret C. Norton, Superintendent
Illinois State Library
Springfield, Illinois

My dear Miss Norton:

I wish to thank you for the very kind letter I found awaiting my recent return home. Very sincerely I appreciate your interest and wish to be helpful, and I shall gladly remember it when in need. I shall hope some time to avail myself, especially, of your invitation to visit your Archives, as I am sure that such an experience would be rich in suggestiveness. My work is still very new to me, but having failed to find a university course that would prepare me better for it, I did get much help and direction from Sister-Archivists of other communities who had met and solved many problems similar to mine.

Miss Krieg, Urbana, with whom I had some correspondence earlier, mentioned you as being helpful and generous. Your letter gave eloquent testimony of it.

Very sincerely,

Sister M. Paschala, O.P.

Sister M. Paschala, O.P.

113 S. 3d. St.,
Richmond, Va.,
Jan. 6, 1939.

My dear Miss Norton:

Hard as I have tried to write and thank you for your kindness in sending me an additional copy of your Catalogue Rules, there is no use in denying that I have not done so, in spite of the fact that it was received more than a week ago. As a matter of fact, an unsuccessful effort to have "flu" and pneumonia, followed by the high tension of Xmas and the New Year, developed in me a desire to keep quiet.

However, this morning, while conferring with Mr. Van Schreeven, our new Principal Archivist of the State Library, whom you know, I believe, he mentioned that he had there a letter from you, whereupon, I asked him to "give Miss Norton my regards"; but it has occurred to me that I might bestir myself and convey the message.

From the hole they are digging and the recurring conferences of "arch-i-tecs", representatives of equipment and furnishings makers, etc., I am more convinced than at any time since 1747 that we are well on the way to getting our new State Library building; and believe me, with best wishes for the New Year and grateful thanks for the rules, in spite of my inertia,

Sincerely,

Morgan P. Robinson

P. S. If I failed to send you copies of the reprints of my Henrico Parish and Rules for the Preservation, which I cannot recall, please send me a postal and they shall issue forth.

M.P.R.

January 12,
1939.

Mr. Morgan P. Robinson,
113 South 3d Street,
Richmond, Virginia.

Dear Mr. Robinson:

I have not received the reprints of your Henrico Parish and rules for the preservation.

I am enclosing a copy of a letter which I wrote Mr. Van Schreeven. I felt under obligation to extend some sort of a greeting and offer cooperation to him , at the same time, like all of your friends, I felt rather bitter about the whole matter. In fact I heard that several people turned down the position of principle Archivist, because they felt it was not treating you right. Mr. Van Schreeven, I understand had nothing to do with the legislation and there is no reason why I should not feel friendly toward him.

I was very much concerned when you wrote that you were about to enter the hospital. I am glad you are out again. We missed you at the Chicago meeting but for that except for those who attended both meetings there were practically no key archivists there.

Sincerely

ILLINOIS STATE LIBRARY
Archives Division

MCN:ED

Superintnedent.

113 S. 3d. St.,
Richmond, Va.,
Jan. 13, 1939.

Miss Margaret C. Norton,
Archives Division,
Illinois State Library,
Springfield,
Ill.,

Dear Miss Norton:

I much appreciate your kind letter of January Thirteenth, enclosing carbon of your letter of January Fifth to Mr. Van Schreeven,- appecially so, as we here, who would naturally be expected to feel just exactly as you expressed it, are gratified to know that others, than we prejudiced ones, have that interpretation of the matter. It was much of a shock to us, who have been on duty 24, 18 and 17 years, respectively, to suddenly find out that the situation demanded this readjustment; but, what of it, us of those services still have the equipment acquired during the several periods!

I was rather pleased to hear that I had not sent you copies of Henrico Parish and Rules for the Preservation..., copies of which were forwarded this noon, as it gave me an opportunity to "pay back" for the extra copy of your Catalogue Rules, received last month. And, by the way, the other copy you sent me last fall has since come to light where it was punctiliously put away,- and then the punc. place forgotten.

I might mention that the color cover of the parish reprint resulted from the fact that, just as I completed it, there was held the Tercentinary of Henrico Parish, so I had enough bound in this color to give to all delegates to the celebration,- hoping to arouse some interest in such things and did stir up some little. I am making good progress on my manuscript of this subject for the whole colony and state and the three dioceses,- but it is time, as I have been working on it since Spring to June, 1921.

Best wishes and sincerely,

Morgan P. Robinson

February 8,
1939.

Mr. Morgan P. Robinson,
113 South 3d Street,
Richmond, Virginia.

Dear Mr. Robinson:

Thank you very much for the two pamphlets: Rules for the Preservation for the Virginia Records, and Henrico Parish. I have the copy of the Rules of the Public Records Office in Galbreath, but am glad to have a copy in a more convenient form of your pamphlet. The Henrico Parish compilation meant a tremendous amount of work, but the fact that you have republished it in a revised form, indicates that you rather enjoyed it.

I am hoping that the new set-up in the archives is working out to your advantage. I got a lot of sympathy when Miss Rogers was appointed Assistant Librarian, because a number of people thought I was being demoted. Fact of the matter is that I would not go back to the old arrangements for anything, because I have some one now who stands between me and the politicians who know too little about my work to know whether to follow my advice or not. I hope Mr. Van Schreeven's appointment means simply expanded opportunities for the archives that you have loved and served so long.

Sincerely

ILLINOIS STATE LIBRARY
Archives Division

MCN:ED

Superintendent

June 28, 1939

Miss Edna Sanderson, Dean
Columbia School of Library Service
Columbia University
New York, N.Y.

Dear Miss Sanderson:

This will introduce you to Mr. Marinus Hansen, a member of my staff, who is enrolling in the Microphotographic Course at the Library School. As you doubtless know, we are about to engage in a long range program of copying county archives, of which Mr. Hansen is to have charge, and we are very happy to have him have the opportunity for this training. Mr. Hansen is a very capable man, and I am sure he will profit as well as we from this course. I will appreciate personally any assistance or courtesies you may be able to extend to him.

Please remember me to my old friends Isabella Rhodes and Mary Shaver.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

Columbia University
in the City of New York
SCHOOL OF LIBRARY SERVICE

July 10, 1939

Miss Margaret C. Norton
Superintendent
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I was very glad to meet Mr. Marinus Hansen the other day and to know that he has enrolled for the microphotographic course. I hope it will be very helpful to him in connection with the long-range program of copying county archives with which you are concerned.

It would be so nice to see you again. Don't you ever come east? I should love to show you the School's quarters here at Columbia and to have you see your old friends, Miss Rhodes and Miss Shaver, who is now Mrs. Kermit Browne. Miss Shaver is still on sabbatical leave and will not return to the School until the fall. Miss Rhodes is here teaching this summer and I will give her your message.

Sincerely yours,

Edna M. Sanderson

EMS:HJ

Associate Dean

Columbia University
in the City of New York
SCHOOL OF LIBRARY SERVICE

September 9, 1939

Miss Margaret C. Norton
Superintendent of Archival Division
State Library
Springfield, Illinois

Dear Miss Norton:

Mr. Stanley Watson of 1217 Fayette Street, Springfield, has applied for admission to the School of Library Service. Nowadays we do not admit to full and regular standing for the degree anyone who falls below the upper half of his class unless he passes successfully an entrance test. We are thinking of asking Mr. Watson if he would like to take such a test but in the meantime, since his references are not very satisfactory, Dean Williamson and I wonder if you would not be willing to meet him and give us your idea of his appearance, personality, and apparent fitness for library work in so far as you can form an opinion from a brief interview.

He says on his application that by September 15 he will have had two months' experience in the Illinois State Library. The only reference he has given for that work is Miss Helene Rogers, who is the general library superintendent. I do not know her personally and wonder whether or not she would have been in close contact with his work. In case you are willing to see him, I wonder if you would supplement the impression you get of him by such inquiries as you can make about his practical work.

Any information you can gather about him in addition to what you discover from the interview we shall be very glad to have. I shall not say anything to Mr. Watson himself about the interview until I hear from you. He was graduated from Knox College last year with a major in history and has had no experience except that gained in the State Library.

We are sorry to trouble you about this and shall appreciate whatever you can tell us that will be helpful to the committee.

Sincerely yours,

Edna M. Sanderson

EMS:HJ

Associate Dean

I hope you are well and have had a good vacation. Don't you ever come east? We'd like to see you again

21 September 1939

Miss Edna Sanderson
School of Library Service
Columbia University
New York City, N. Y.

Dear Miss Sanderson:

Upon receiving your letter asking me to investigate the qualifications of Mr. Stanley Watson for entrance at Columbia, I sent your letter over to Miss Rogers with a request for a memorandum. This has not yet been returned, although Miss Rogers talked to me a little about Mr. Watson. He has a good family background, as his father is one of the Assistant Attorneys General in charge of the Inheritance Tax Collections. Miss Rogers says that she put Mr. Watson, for about a two week period, in each of the divisions of the State Library this summer, and in every case the head of the division said that he did excellent work. He has a good reasoning head, but does not seem to be able to memorize things, which may account for his compartively poor grades. When Miss Rogers' memorandum comes to me, I will forward it to you.

Miss Rogers, I might say parenthetically, is a Wisconsin School graduate, and she has been doing a brilliant piece of reorganization work in the library. She is the first professional head of the State Library Divisions, and you can depend upon her judgment of people.

Mr. Watson has left the State Library, and I have been unable to get in touch with him for a personal interview. One of the other State Library staff told me yesterday that he has just been notified that he has been accepted as a student at the University of Illinois, and that he has left. I presume, therefore, that he has given up the thought of entering Columbia this year.

Mr. Marinus Hanson, our photographer, has returned from his summer work in Micro film in your Library School, and he was very enthusiastic over the course, equipment and all the people he met. We were very appreciative at your having given him the opportunity to take this work, and I am sure it is going to be of great value to us.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

GRACE M. SHERWOOD
COMMISSIONER

STATE RECORD COMMISSIONER
STATE HOUSE
PROVIDENCE

July 28, 1939

Chief of the Archives Division
Springfield, Illinois

My dear Sir:

One of our major problems in the Rhode Island State House and State Office Building is lack of space.

A special committee has been appointed to devise ways and means of clearing out "dead storage" material which gives rise to the perplexing problem of preservation of records. I have been asked to assist the committee in making the decision in the matter of records of the several state departments.

Please advise me of the procedure in your state. What departmental records are permanently kept; what records are destroyed; how many years must elapse before such records can be destroyed.

I shall be most appreciative of your assistance and your advice.

Sincerely yours,

Grace M. Sherwood

State Record Commissioner

GMS:AML

1 August 1939

Miss Grace M. Sherwood
State Record Commissioner
State House
Providence, Rhode Island

Dear Miss Sherwood:

Under the Illinois Law, no records may be destroyed without specific authority from the General Assembly, except that automobile license applications may be destroyed after five years and election petitions after two years. I have urged here that a commission be set up consisting of the cabinet officer involved, the head of the department or division, a representative of the Bar - preferably of the Supreme Court, a representative of the Archives and perhaps a representative of the State Historical Library. This commission to select records, which they consider suitable for destruction and to make recommendations to the General Assembly. This recommendation, however, has not met with favor from my superiors. I mention it here only because this seems to be the method generally pursued by foreign archival establishments.

There has been some agitation here on the part of certain departments having very bulky recent records to ask for legislation which would permit the substitution of micro-film copies for the original records. We found that this substitution of film copies would not be workable for such comparatively recent records, because film does not lend itself to ready references particularly from a comparative point of view.

In other words, Illinois has no policy for the destruction of records. We do say that duplicate records may not be brought into the Archives Building. For example, all departments keep duplicates of their vouchers. The only

official voucher is the original filed in the Auditor's office, the others being kept for departmental convenience only. However, our Attorney General has ruled that under the law such records may not be destroyed.

We have at least one place where the carbon copy and not the original is the legally designated record. That is duplicates of all printing orders shall, under the law, be filed with the Secretary of State and certified copies issued by him. Presumably the original copy is filed in the archive of the Printing Department, but the law is quite specific about the legal value as evidence of this carbon copy.

Certainly one of the most imminent needs in archival practice in America is a study of what categories of records could be destroyed, but I know of no such study except one now being made at the National Archives.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

GRACE M. SHERWOOD
LIBRARIAN

MABEL G. JOHNSON
LEGISLATIVE REFERENCE DEPUTY

RHODE ISLAND STATE LIBRARY
STATE HOUSE
PROVIDENCE

November 23, 1939

Miss Margaret C. Norton, Secretary
National Association of State Libraries
Illinois State Library
Springfield, Illinois

My dear Miss Norton:

Has the National Association of State Libraries ever made a listing of salaries of State Librarians, Legislative Reference Librarians, Catalogers and Confidential Secretaries in State Libraries?

We approach Civil Service and anything that you may be able to release or loan to us upon the salary question will be deeply appreciated.

Sincerely yours,

Grace M. Sherwood

GMS:AML

State Librarian

28 November 1939

Miss Grace M. Sherwood
Librarian
Rhode Island State Library
State House
Providence, Rhode Island.

Dear Miss Sherwood:

Mr. Dennis A. Dooley, State Librarian of Massachusetts, is now Secretary of the National Association of State Libraries. I have not been an officer in this association for two years. So far as I know, the association has not made such a listing of salaries of state librarians, etc., as you ask.

I can give you the following information on the Illinois State Library as taken from the 1939 Session Laws. The Secretary of State is ex-officio State Librarian and does not, therefore, receive special compensation as librarian. The Assistant State Librarian, Miss Helene H. Rogers, is listed at thirty-six hundred dollars per annum, and her private secretary at nineteen hundred and twenty dollars per annum. There are three superintendents of divisions: the Archives; the General Library and the Extension Library Service; each receiving three thousand per annum. The head cataloger in the General Reference Library is listed at nineteen hundred and twenty dollars per annum; the document archivist and classifer, who acts as assistant superintendent of archives and as cataloger for the archives receives twenty-one hundred and twenty dollars per annum.

I cannot give you the salary for the Legislative Reference Library, as that is a separate institution and receives a lump sum for all its activities.

I expect Miss Rogers, who is struggling also with the Civil Service Classification, might have collected some material on the subject which she would be willing to send to you. I suggest that you write her as well as Mr. Dooley. She is president of the National Association of State Libraries this year.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

From the desk of—
HELENE H. ROGERS

31 May 39

Miss Norton

This questionnaire was somehow skipped and I would appreciate if you would check it and send me a notation of the information Requested. Please list the notations on separate sheets numbering each to correspond to number of question. May I have it Saturday?

HR.

June 1, 1931

SPECIAL LIBRARIES ASSOCIATION.

QUESTIONNAIRE FOR "LIST OF MICROFILM SOURCES"

1. Do you have micrphotographic equipment? Yes

2. Types or kinds of camera or photographic machines?

   Leica
   Photorecord

3. Are you equipped to make 16 mm. No. 35,mm. Yes
   70mm. No . microfilm, or all sizes?

4. Do you micrfilm material in your collections for outsiders?
   Yes.

5. What types of material do you microfilm?

   Manuscripts? Principally.
   Newspapers? Yes.
   Books? Yes.
   Rare Books? Yes.
   Periodicals? Yes.

   Do you permit the filming of entire books, complete files, or whole collections?
   This would depend upon the nature of the material, the use to which it would be put. In general, yes, except that we would not film a copyrighted book.

6. What is the approximate time required to fill regular orders?
   This depends upon the size of the order and the other work in the laboratory. Normally an order is filled within 24 hours.

7. What is the basic charge per page or exposure? 2 cents per exposure.

8. Do you have a minimum charge per order? $.50 . Per volume? No.

9. Do you charge extra for postage and handling? Postage .
   If a set price, how much?

10. Do you have a service charge? $.25. Messenger fee for obtaining materials to be microfilmed? No. How much?
    Materials are normally brought to us if not in the Archives.

11. Do you accept deposit accounts? Minimum amount.

12. What placement of documents on film do you customarily employ, as exemplified in the following sketch?
    For most manuscripts, Placement I, for printed books Placement II.
    What placement is most useful for your particular kind of work? Placement I



13. Do you make positive as well as negative microfilms? Yes.

14. What stipulation, if any, is made in filming copyrighted material?

We follow the rules laid down by the so-called Gentleman's agreement between the Joint Committee on Materials for Research and the American Booksellers' Association. So far we have copied no copyright material.

15. Do you have a special order blank for microfilm? No. May we have at least three (3) copies?

16. Are you equipped to make projection prints on paper (Photoprints)? Yes.

17. What sizes of photoprints can you furnish? 11 X 8½ in. What is the price per page? $.10. Is there a minimum charge, etc.? No.

18. Is microfilm service limited to materials in the institution or will other materials be filmed? Other materials be filmed. In the field? Only in places where our photographer is doing field work. If brought to the camera? If it does not interfere with our regular work. Always if for another State institution or department, unless a major project.

19. Do you process your own film? Yes. Will you undertake the processing of film or the making of positive prints for other institutions or individuals? No. If so, under what conditions? Our photographer has done such work occasionally on his own time by private arrangement.

20. Do you have a collection of material in microfilm form? Yes.

21. Do you have microfilm reading machines and reading devices? Yes. Type? Optigraph. Fisk film viewers.

22. If you do not have microphotographic equipment, do you contemplate acquiring any within the next year? A camera? No. Reading machine? Yes.

23. Do you have any other equipment which will reproduce books, periodicals, etc., such as photostating equipment? We have access to the Secretary of State's Photostat, but hope to have our own machine later.

24. Please indicate roughly the types of materials found in the library. Commercial? Medical? Chemical? Legal? Archives; general reference collection.

25. Do you object to the use of this information in a "List of Microfilm Sources" to be issued by the Special Libraries Association? No.

26. You are invited to include any other information which you consider important in connection with this survey.

808 Beverly Drive
Alexandria, Va.
19 March, 1939

Miss Margaret C. Norton, Archivist
Illinois State Archives
Springfield, Ill.

Dear Miss Norton:

It was a real pleasure to see you in Washington and I hope that your visit was both pleasant and profitable. I hope that I told you then that the Journal is gathering as much information as possible about the work in microphotography being done in the various centers in this country, and I wonder whether you would be willing to write an article on Microphotography in Archives giving a general view of the subject and also the specific work which is being done and which has been done in Illinois. I think that this would be a much needed contribution and I should be most grateful if you could do it. If you can, and will have copy in by the first week in April, I will save a place in the June number. (I have to have it in by the middle of April). We are printing this year and I think you will like the format. Incidentally, what would you like to see in the Journal? More evaluations of equipment? Lists of completed film available? Advanced training articles? More technical articles? Please comment as freely as you can. Any news notes on the many subjects of interest in our field which come your way will be welcome..projects, completed films etc.etc. I hope you will send in as many as you can, for in this way we can all be more useful to each other.

In event that you have not already heard, Dr. Robertson was striken with apoplexy last Thursday week, and is in very critical condition. I have just returned from Annapolis where he is at the hosppital, and although I did not see him, Mrs. Robertson told me that they do not know yet what the outcome will be. We are all hoping that his splendid constitution will pull him through. The crisis may have been passed last Thursday when he was very near death, but he rallied and we hope that he is on the mend. I had lunch with him on the day he became ill and he was full of plans for the Archivists meeting in Annapolis.

With best regards,

Sincerely yours,

Vernon D. Tate

Vernon D. Tate

23 March 1939

Dr. Vernon D. Tate
808 Beverly Drive
Alexandria, Virginia

Dear Dr. Tate:

Last year I wrote a paper on the application of microphotography in Archival work. This was published in the A.L.A. Proceedings of the Public documents' committee and the Committee of Archives and Libraries. I have little if anything to add to this paper at this time. I am wondering whether it would be appropriate to repeat an article, which would have to be very similiar, in a publication which circulates to practically the same readers.

Of course, if you wish me to write a paper on the subject, I will be glad to do so. We are still in the experimental stage and do not expect to start our work on copying the county records, until Mr. Hansen, our photographer, returns from his course at Columbia. Perhaps after six or eight months of this work, we might have something fresh to say about the application of microphotography in Archives.

Just at present, I do not see how you can improve the Journal. Certainly we need all that can be given on evaluation of equipment. I think I would like to see a study, if one has been made by any one, on the comperative cost of having field work done by a photographer, such as ours, and by a commercial field recorder.

Dr. Hill wrote me immediately about Dr. Robertson's illness, but I had not heard again about it. I certainly do hope that he pulls through. I am wondering whether he should attempt the responsibility of having the meeting in Annapolis, even if he does recover? I know from my own experience that while meetings are great fun, they also entail considerable work. Please keep me informed as to Dr. Robertson's progress.

Since returning, I talked with Mr. Sullivan, who is the local representative with the Record Registry Company of Indianapolis. I mentioned having visited with you, and your

having mentioned a trailer for field work. He said Mr. Kerrins is planning to contract such a trailer for their work quite soon. We are still mulling over this idea here.

Why would it not be interesting for you to draw up some plans and write a short article on this subject for the Journal? I think it would create quite a bit of interest and since so many states are now going into that work, I think it would be worth while. We ceratinly wish any information along this line, which you can pass on.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

808 Beverly Drive
Alexandria, Va.
28 March, 1939

Miss Margaret C. Norton, Archivist
Illinois State Library
Springfield, Ill.

Dear Miss Norton:

Thanks very much for your good letter of March 23. We are interested in the work which you are doing in Illinois and the paper in the Public Documents section for the once excaped me. I agree that it would probably be better to wait until fall for another, and if you can give me one some time around October, I will put it in the November issue. It might be better even for the first number of 1940. At any event, put it on your calendar and as soon as you are ready, let me have it and I shall make space for it. Do not wait until then though for news notes, for of these we never have enough. If you have any of projects, etc.etc. let me have them.

Thanks for your good words on the Journal. There will be some data available on field filming and costs (although not comparative) in the June number. I will also keep the trailer idea in mind and may write it up for the September number if I have space to do so.

Dr. Robertson's passing was a sore blow to us all and he will be missed more than we can perhaps realize now. I can't yet realize that he is gone.

With best regards,

Sincerely yours,

Vernon D. Tate

Vernon D. Tate

15 April 1939

Dr. Vernon D. Tate
808 Beverly Avenue
Alexandria, Virginia

Dear Dr. Tate:

Recently the State Library purchased an Eastman dry mounting press. I have not experimented with it, but I am wondering whether something of this sort might not be useable as a substitute for your laminating machine. Of course, one could not go very fast with this, but I do not see any reason why it could not be adapted. Have you experimented with such a machine?

It is nice of you to suggest that I write a paper on the application of microphotography in archival work sometime next Fall or winter. If I have anything to add to what I have said, I will be very glad to do so.

Recently I have visited several county court houses to make preliminary contacts toward starting to file county records. So far the county officials, I have contacted, have acted as if this were just another work proposition and do not seem favorable. There is a good deal of jealousy in Illinois between county officials towards State officials. I am hoping, however, that we will be able to carry through our plans for photographing historical materials and county records.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

January 9,
1939.

Mr. William J. Van Schreeven,
Archives Department,
Virginia State Library.

Dear Mr. Van Schreeven:

My old friend Morgan P. Robinson has written me of your appointmant to the newly created position of Archivist of Virginia. Since I noticed that Mr. Robinson is to continue with his old work, I assume that you are going to expand the Virginia Archives into something like our Illinois Archives Division is like, namely, an institution primarily devoted to the preservation of the State records as legal records rather than merely historical records. You are very fortunate to have Mr. Robinson with his special knowledge of historical work continue. I wish to congratulate you upon your appointment and to extend my best wishes to you and if we can cooperate with you in your new work please let us know.

Sincerely

ILLINOIS STATE LIBRARY
Archives Division

MCN:ED

Superintendent

24 October 1939

Mr. Shirley B. Watts
1019 Green Street
Harrisburg, Pennsylvania

Dear Mr. Watts:

Your telegram informing me of your sister's death has just reached me. I received it with mingled emotions. I am sorry at the loss of a dearly beloved friend of many years standing, and was relieved that her long suffering is at last over.

I have just returned from an auto trip East, and had hoped to get to Harrisburg while away, at which time I expected to see either her or you. We were unable to take the time to get out to Harrisburg. I will appreciate hearing from you further about her. Did she ever recover sufficiently to leave the hospital?

I am no longer the Secretary of the National Association of State Libraries, but will convey the notice of her death to the president, Miss Helene H. Rogers, Assistant State Librarian of Illinois, and to the Secretary, Dennis A. Dooley, State Librarian of Massachusetts.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MON AR

February 11,
1939.

Mr. Carl M. White, Librarian,
The Library,
University of North Carolina,
Chapel Hill, North Carolina.

Dear Mr. White:

Under separate cover I am sending you photostatic copy of the plans of the Illinois Archives Building. If these are not sufficiently large or clear for your purpose, I will arrange with the State Architect to have a set of blue prints loaned to you. You need not return the copy I am sending you now.

Sincerely

ILLINOIS STATE LIBRARY
Archives Division

MCN:ED

Superintendent

THE UNIVERSITY OF NORTH CAROLINA
CHAPEL HILL

THE LIBRARY
CARL M. WHITE, LIBRARIAN

February 7, 1939

Miss Margaret C. Norton, Superintendent
Archives Division
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I have just been reading your article in the issue of the Library Journal for February 1 on the "Illinois State Archives Building." I am writing to inquire if you are in position to supply me with a copy of the floor plans of the building. If it is necessary to send them as a loan, I should be glad to return them to you.

Sincerely yours,

Carl M White

Librarian.

THE UNIVERSITY OF NORTH CAROLINA
CHAPEL HILL

THE LIBRARY
CARL M. WHITE, LIBRARIAN

February 20, 1939

Miss Margaret C. Norton, Superintendent
Archives Division
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I received your letter a few days ago and have now received the floor plans of the Illinois State Archives building. I am impressed by the care with which the plans have been developed and appreciate very much your sending a copy of the plans to me.

Sincerely yours,

Carl M. White

Librarian.

Members of the Commission
Emma K. Burleson, Austin, Chairman
George D. Sears, Houston
Laura Aline Hobby, Dallas
John Gould, Wichita Falls
L. W. Kemp, Houston

Texas
Library and Historical Commission
State Library, Austin

Fannie M. Wilcox,
State Librarian

January 31, 1939.

Miss Margaret C. Norton, Archivist,
Illinois State Archives Building,
Springfield, Illinois.

My dear Miss Norton :

There is a movement here to try to get a State Library building which will include the archives. Would it be possible for you to lend us a floor plan of your archives building ? A meeting will probably be held the latter part of next week and we should like to have it then if possible so as to discuss plans at that time. If you have any suggestions to offer, we shall be glad to have them. Was it necessary for you to increase your staff when you got the new building ? If so how many additional persons and about how much additional appropriation was necessary to conduct the work in the new surroundings ?

Very truly yours,

Fannie M. Wilcox

Fannie M. Wilcox,
State Librarian

FMW.MS.

We shall pay postage.

February 4,
1939.

Miss Fannie M. Wilcox, Librarian,
Texas State Library,
Austin, Texas.

Dear Miss Wilcox:

Under separate cover I am sending you some photostats of our State Library Building plans. If these are insufficient for your purpose I will ask the State Architect to send you a copy of blue prints. I am also sending a copy of my rather detail article on the building which appeared in the April 1938 issue of The American Archivist.

You asked whether it was necessary for us to increase our staff when we got into the new building. We had for some years been operating with a very restricted staff owing to over crowded conditions in our former location. We added only the positions of photographer and document archivist (Head cataloger) to our last budget. Also the Superintendent of Buildings and Grounds added four janitors, three full time and one part time watchman and a part time engineer. Had we not been able to avail ourselves of a varying number of Historical Records Survey workers and NYA, we should have had to have a marked increase in our staff. We have also had from one to three men on as extra help movers for the past year. As you will see by the plans we attempt to keep the public out of our work rooms and of course out of our vaults. This means that we have to have at least two people on duty all the time in the Reference Room. We also have had one man in the photographic laboratory and one man to divide his time between the Reference Room and the Repair Room. A building of the size of ours requires a minimum staff of ten besides the janitor and engineer force. It was planned for a staff of about fifty. We have had from three to ten Historical Records Survey workers assigned to us during the past three years.

Winnie Allen and Harriet Smithers attended the Archivist meeting here last October and can probably tell you a great deal about the building.

If there is anything we can do or any information we can give you in helping in promoting your State Library Building including archives space, please let is know.

Miss Helena Rogers who is the Superintendent of all State Libraries Divisions is hoping that sometime we can have a new State Library Building. I suspect she has some ideas which might be helpful to you.

Miss Rogers is planning to attend the San Francisco meeting of A.L.A. and of the National Association of State Libraries, but I cannot go myself this year. I hope that you can attend.

Sincerely

ILLINOIS STATE LIBRARY
Archives Division

MCN:MD

Superintendent

Members of the Commission
Emma K. Burleson, Austin, Chairman
George D. Sears, Houston
Laura Aline Hobby, Dallas
John Gould, Wichita Falls
L. W. Kemp, Houston

Texas
Library and Historical Commission
State Library, Austin

Fannie M. Wilcox,
State Librarian

February 10, 1939.

Miss Margaret C. Norton,
Superintendent of Archives,
Illinois State Library,
Springfield, Illinois.

My dear Miss Norton :

Thank you so much for your very helpful letter, the photostats of the Archives Building and the copy of the American Archivist containing your article. All of these will help us in planning for our building.

Miss Smither had talked to me of the new Archives Building in Illinois. She was very favorable impressed with it. If our plans materialize, probably the architect can visit your building or we shall consult you further on various phases to be considered. I shall write Miss Rogers later in regard to plans which she has for a State Library building.

Sincerely yours,

Fannie M. Wilcox

Fannie M. Wilcox,
State Librarian

FMW.MS.

Washington, D. C.,
October 23, 1939.

Miss Margaret C. Norton, Secretary,
National Association of State Libraries,
Springfield, Illinois.

My dear Miss Norton:

For ten years I have been in Washington engaged in research, first on the staff of the Library of Congress, later as historian with the United States Constitution Sesquicentennial Commission. I am now available for a new engagement.

I am familiar with search of historical sources and more or less with legislative reference. Should any of the libraries of your Association need a trained and experience man, I would be glad to correspond and give further particulars and name scholars who know my work.

Before coming to Washington I was professor of history in more than one university. My Ph. D. is from Yale.

Sincerely yours,

Clarence R. Williams

Clarence R. Williams

The Cosmos Club,
Washington, D. C.

5 December 1939

Dr. Clarence R. Williams
The Cosmos Club
Washington, D. C.

Dear Dr. Williams:

Recently in going through my files, I found your letter of October 23rd which was tucked away without a reply. I beg your pardon most humbly for this neglect.

I have not been Secretary of the National Association of State Libraries for two years. Mr. Dennis A. Dooley, State Librarian of Massachusetts, is the present Secretary. For your information the National Association of State Libraries does not maintain a placement bureau. May I suggest that you write to the Council of State Governments in Chicago. It is possible that they would be able to put you in touch with some state desirous of legislative reference librarians. I am very sorry that I am unable to make any recommendations to you about positions.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

State of Minnesota
Department of Administration
State Capitol, St. Paul

LESLIE M. GRAVLIN
COMMISSIONER
OF
ADMINISTRATION

November 1, 1939

Miss Margaret C. Norton, Secretary
National Association of State Libraries
Archives Division
State Library
Springfield, Illinois

Dear Miss Norton:

In cooperation with a special committee of the Municipal Finance Officers Association and with the Public Administration Training Center of the University of Minnesota we are engaged in making a study of the application of cost accounting principles to municipal and state governments.

We are writing to you to find out if your organization, or if any particular state librairies within your knowledge, has made a study of cost accounting or has started work in this respect. If so, we would like to get some information and copies of charts of accounting in use.

Cordially yours,

Fred B. Wilson

FRED B. WILSON
Chairman, Nat'l Committee on Cost Acctg.,
Municipal Finance Officers Association

FBW:G S

MILK BUTTER PROSPERITY

2 November 1939

Mr. Fred B. Wilson,
Chairman, Nat'l Committee on Cost Acctg.,
Municipal Finance Officers Association,
Department of Administration,
State Capitol,
St. Paul, Minnesota.

Dear Mr. Wilson:

Your letter of November 1st was addressed to me as Secretary of the National Association of State Librarians. I am no longer secretary of this organization. The present secretary is Mr. Dennis Dooley, State Librarian of Massachusetts.

For Illinois, you will find that the Illinois Tax Commission has done a great deal of work on the cost of State and local governments. I would suggest that you address the chairman, the Hon. Simeon E. Leland, State Tax Commission, Springfield, Illinois.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MON AR

Colonial Williamsburg
INCORPORATED
Williamsburg, Virginia

June 1, 1939

Miss Margaret C. Norton
Superintendent of the Archives Division
Illinois State Library
Springfield, Illinois

My dear Miss Norton,

It seems probable that in addition to my work of cataloging books I shall add the cataloging of manuscripts. I have become interested in the care and handling of them and have made various inquiries concerning archival training.

Several persons suggested that visiting good archival collections was one of the best methods available at present, and all suggested the Archives Division of the Illinois State Library. I have a B.S. from the School of Library Service of Columbia University and am familiar to some extent with manuscript work. Miss Edna Sanderson, of that school, offered to write to you for me, to ask if I might arrange to spend a day or two there this summer. My home is in Missouri and I shall surely be passing through Illinois this summer. I am writing now to ask if such an arrangement would be agreeable to you, if you might receive me for a day this summer, and to ask if your vacation has been scheduled. I should prefer visiting your department when you are there.

I shall appreciate such kindness very much.

Yours very sincerely,

Genevieve Yost

Genevieve Yost, Librarian

14:

5 June 1939

Miss Genevieve Yost, Librarian
Colonial Williamsburg
Williamsburg, Virginia

Dear Miss Yost:

We shall be very happy to have you visit us at any time this summer. I do not expect to take my vacation until the middle of September, and expect to be here all summer. Any time that will suit your convenience for coming, will suit mine.

Just how much help I can give you in manuscript cataloging is problematical. Our archival cataloging is quite different from ordinary manuscript cataloging. However, I can give you some help on calendaring and on other methods of manuscript work.

You ask about archival training: The Illinois State Library will offer a three months interneship in archival training next spring, beginning about March 1st. This will be open only to Ph. D. candidates from Illinois universities, who present certain courses in historical method, and some of the basic library courses, such as; Public Documents; bibliography, etc., and theoretical courses on the history of research libraries and archives. The University of Chicago is cooperating with us in providing these back ground courses.

Under separate cover, I am sending you a copy of our new catalog rules for archival collections.

Last February, I spent one day in Williamsburg. I intended to visit you, but

on account of it being Washington's Birthday. I did not think you would be in and I was busy the greater part of the day. I was very much interested in the rebuilding of the Archives building. I had not realized that Colonial Williamsburg had such a building. If you have any printed literature on this, I should appreciate having a copy.

I am looking forward to your visit, because I know you have much that is of interest to me about Williamsburg. I was fortunate in seeing Williamsburg before the restoration started, and I have visited it three times since.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

Colonial Williamsburg
INCORPORATED
Williamsburg, Virginia

June 9, 1939

Miss Margaret C. Norton
Superintendent Archives Division
Illinois State Library
Springfield, Illinois

My dear Miss Norton,

It is with great interest that I am reading and studying the Catalog rules: series for archives material which you so kindly sent me. Although in the main it deals with material and problems with which we are not concerned there is much in it which carries over into my field and provides valuable suggestions and principles.

It seems that our problem is mainly manuscript cataloging. I am enclosing just for your interest sample cards from our catalog to show what we are doing. The words "Norton papers" represent the collection to which these two belong. The cards are filed alphabetically, and under each name, chronologically. So far we have made only the main card for each letter.

We have no printed literature on the Public Records Office but I am enclosing a resume of the information we have compiled on the building. I wonder if the history of the building would have any news value to a historical periodical, as being the first public records office in the colony.

I appreciate your cordial invitation, and look forward to visiting your Department during my vacation this summer.

Yours very sincerely,

DEPARTMENT OF RESEARCH AND RECORD

By Genevieve Yost
Genevieve Yost, Librarian

14:
Enc: 3

1765. Moore, Daniel, gun-maker
Aug.6 At the gun, corner of Rood Lane, Fenchurch Street, London.

To John Norton,

Bill for gun & powder horn rendered on back of fully engraved tradesmen's card.

Eng. 1p. 16x19

A.D. on reverse.

1772. Nicholas, Robert C
May 16 Virginia

To John Norton & Son - London.

Sends duplicates bills of exchange for Treasury acc't - loss of Capt. Cawsey most melancholy - hopes Duke of Beaufort insured Lord Botetourt's effects - Edward Fisher passenger with Cawsey had bill on Norton from Nicholas - his brother will administer his estate & will send brother new bill.

A.L.S. 1p. 37.5x23.

Norton papers Stamp - "Liverpool" - personal seal.

PUBLIC RECORDS OFFICE

In the early history of Virginia the public records of the colony were normally stored in the Clerk's or Secretary's office. After the erection of a Statehouse, the records were stored there and in the several fires which destroyed these buildings serious losses occurred.

When the first Capitol was erected in Williamsburg, the Secretary's Office was included in the building, and the records were stored there in boxes and presses. Fire, which had several times destroyed the Statehouses at Jamestown, burned the Capitol in Williamsburg in 1747. At this time it was decided to build a record office apart from the Capitol building but convenient to it.

There are practically no records concerning this building. The acts directing its building and subsequent acts concerning it have been assembled in a report.

After the removal of the capital to Richmond, the building was used as a Clerk's office and for various public purposes.

On January 5, 1784, Walker Maury opened a grammar school in the Capitol, having altered the buildings in the Capitol Square for the purpose. He made many changes in the Capitol and in the Public Records Office, which are indicated by his account with the mason and builder, Humphrey Harwood. According to his advertisement on May 31, 1786, "Mr. Maury with his family" were "fixed on the Square". This probably meant that he was living in the former Public Records Office, which was then called "The Secretary's Office."

In 1824 William T. Banks, Clerk of the Superior Court of Chancery for the Williamsburg District had his office and residence there. It was then properly called The Clerk's Office. In 1832, the Capitol burned, and the next year the title to all the properties in the Capitol Square were vested in the city authorities of Williamsburg. They in turn conveyed it in 1839 to the Trustees of the Female Academy which was incorporated that year. Later the property passed back into private ownership, and various persons owned it until recently, when it was acquired by the Williamsburg Restoration.

Journals of the House of Burgesses of Virginia, 1742-1749
p. 246.

Wednesday, April 15, 1747

...

Mr Secretary Nelson moved for Leave to bring in a Bill, for erecting a Building for the Preservation of the Public Records of this Colony; and the Question being put thereon,

Resolved in the Affirmative.

Ordered, That Mr Secretary Nelson, Mr. Benjamin Waller, and Mr. Carter, do prepare and bring in the same.

12 June 1939

Miss Genevieve Yost
Librarian
Colonial Williamsburg
Williamsburg, Virginia

Dear Miss Yost:

Thank you very much for the notes on the Williamsburg Public Records' Office. I think you should send these to The American Archivist. I doubt if many of the archivists know about this Public Records' Office at Williamsburg, and I know it would be of interest. Dr. Theodore C. Pease, editor: His address is 426 Lincoln Hall, University of Illinois, Urbana, Illinois.

Thank you also for the sample catalog cards. We are not doing very much here in the way of calendaring, because we find it too expensive in proportion to the other things, which we have to do. We do have a Historical Records Survey worker, who is calendaring some of our earlier materials. Instead of calendaring, we are doing a great deal of indexing. We are trying to bring out in a name index every name which appears in any State records before 1850. This index card gives a digest of the bibliographical information to be found in the document; thus, avoiding going to the original manuscript unless an exact copy is needed. We find that any first class typist can quickly learn our indexing system, and this does go much more rapidly than calendaring, that it forms a good substitute. ~~which~~ files these name cards by the Sound-dex code system which gets together the names which sound alike and in fact are the same names, but which may be spelled in different ways. I think you will be interested in seeing this index when you come here.

This coming October, the Society of American Archivists meets at Annapolis. I think it would be interesting for us to hold a meeting at Williamsburg sometime using the Williamsburg Public Records' Office as our excuse for going there. We had over one hundred here last October, but as that was in connection with

the dedication of the Illinois State Archives Building. It was an extraordinary occasion and we had quite a few delegates from the West, who ordinarily would not attend the meetings. I think the Inn at Williamsburg could handle the crowd very nicely, especially if we went in the off season. I just threw that out as a suggestion.

If you are not a member of the Society of American Archivists, I think you would find it interesting to join, because we include not only those working in the archives field, but those dealing with manuscripts. If you think you would be interested, I would be very glad to present your name to the council of which I am a member. I am looking forward to your being here this summer.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCW AR

Colonial Williamsburg, Incorporated

WILLIAMSBURG, VIRGINIA

June 29, 1939

Miss Margaret C. Norton
Archivist
Illinois State Library
Springfield, Illinois

My dear Miss Norton,

My delay in answering your very kind letter of June 12 has been caused by an attempt to have all the details of my statements handled officially and through the proper channels.

It is opportune and fortunate for me that the meeting of the Society of American Archivists is to be held in Annapolis and I hope very much to be able to attend. Incidentally, I attended the first meeting of the Society in Washington, 1937, for one day, on my way to the American Library Association in New York city. I appreciate your offer to present my name to the Council for membership and will be pleased to have you do so.

I deeply regret that, while we would be very pleased to have the Society make a trip from Annapolis to Williamsburg, we shall not at this time be able to show you the Public Records Office, except perhaps for a glance over the fence. Although the Restoration owns the building the former owners have a life tenancy in the property and it is not available for exhibition. Having been here, however, you know that there are other buildings which would interest the group.

If it is possible for me to do so, I shall try to send some notes on the building or on the preservation of the early records to Dr. Pease. We have to admit that we have disappointingly few records about the building.

I am interested in your method of indexing and am looking forward to my visit there in August.

Yours very truly,

DEPARTMENT OF RESEARCH AND RECORD

By Genevieve Yost

Genevieve Yost, Librarian

14:

Colonial Williamsburg
INCORPORATED
Williamsburg, Virginia

July 27, 1939

Miss Margaret Norton, Archivist
Illinois State Library
Springfield, Illinois

My dear Miss Norton,

Mr. Philip C. Brooks has sent to me an application blank for membership in the Society of American Archivists, which I have filled out and returned to him with my check for an individual membership. I am very grateful to you for proposing my name to the Council.

My plans for my vacation are somewhat uncertain and I do not know yet whether I shall stop in Springfield on my way to Missouri or from it. Since I can plan my visit in New York and the stop in Springfield more intelligently if I know whether or not your Library is open on Saturday morning during the summer I am enclosing a card, addressed to myself, which I would appreciate your returning to me with that information. The particular Saturday in question on my way out would be August 12th. Please do not consider it an appointment or make any concession - I just with the information.

Yours very sincerely,

DEPARTMENT OF RESEARCH AND RECORD

By Genevieve Yost
Genevieve Yost, Librarian

14:

Enc.

27 July 1939

Miss Genevieve Yost
Librarian
Colonial Williamsburg, Incorporated
Williamsburg, Virginia

Dear Miss Yost:

I am looking forward to your visit to our Archives, here.

I thought you might be interested to know that our State Fair is held in Springfield August 12th to 20th, and at that time it is very difficult to get hotel reservations and also the State Library is only on part time, as we have an exhibit at the Fair and some of us will have to be there each day.

Any time you come, you will be heartily welcome, but I thought it might be helpful to you in planning your itinerary to hold in mind the fact that these facts might be less satisfactory from your point of view.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

August 10, 1939
Columbia University, N.Y.
Library School Reading
Room

My dear Miss Horton

This contemplated visit is causing as much correspondence as tho I were staying a week and I assure you it will be less than a day.

I am finding it impossible to arrange to stop on my way to Missouri. Attempting to buy a round-trip ticket with the return to Virginia is complicated enough, without the added

factor of your State Fair.

I do plan to drive back to Springfield, when I am in Missouri, as it is not too far from my home in Shelbina.

I hope this extensive correspondence and elaborate preparations on my part are not wearing my welcome thin.

Sincerely

Genevieve Yost

(Williamsburg, Va)

11 September 1939

Miss Genevieve Yost
Librarian
Colonial Williamsburg, Inc.
Williamsburg, Virginia

Dear Miss Yost:

Thank you very much for the copy of the program of the Williamsburg Musicals. I am afraid they come just one week too late for me, but I have sent your letter and the program to Miss Rogers and perhaps some way we will be able to make it. I know both of us would very much like to attend one of them.

We enjoyed your visit here very much, and hope you can return in the not too distant future. I am sorry you were not able to spend a whole day with us.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCH AR

SOCIETY OF AMERICAN ARCHIVISTS, 1939

13 June 1939

Mr. John C. L. Andreassen
State Director
Historical Records Survey
803 Canal Bank Building
New Orleans, Louisiana

Dear Mr. Andreassen:

Enclosed you will find a copy of a letter from Mr. Coney, Librarian, University of Texas with comments on the Catalog Rules of the Illinois Archives, together with my reply. I am forwarding these to you as chairman of the Society's committee on cataloging. I invited comment on these rules, because I was hoping that we might get a wider experience expressed than that of just the few of us on the committee.

I have not heard anything about what the committee is doing this year, and will be very glad to give any help which I can in the work of the committee. I resigned the chairmanship at the end of the year, because I felt that unless the chairmanship was rotated, we would get too much of a one sided slant upon cataloging, and I think that would be most unfortunate in these emmly experimental matters.

With best wishes, I am

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

July 15, 1939

To Members of the Society of American Archivists:

About two years have passed since the appointment of the Committee on Terminology of the Society of American Archivists. The Committee originally consisted of Nelson M. Blake, The National Archives, Chairman; Morgan P. Robinson, Virginia State Library; and Ruth Ketring Nuermberger, Duke University Library. Since that time Dr. Nuermberger has found it necessary to resign from the Committee, and Thomas E. Drake, Haverford College, has taken her place on the Committee. It has been impossible for the Committee to hold formal meetings, but the Chairman has made an effort to keep in touch with the other members in one way or another.

The Committee commenced its work by the selection of a large number of terms which are frequently used in archival establishments. These words were placed in several groups because of their natural association with one another and for convenience in reference. The terms were incorporated in a letter of September 7, 1937, which was sent to certain members of the Society of American Archivists with the request that they make a careful study of the words and submit definitions for them. Answers to this letter were received from several members of the Society. Some of these letters were prepared with considerable care and contained material of definite value to the Committee. Definitions were received for a large number of technical and scientific terms which will unquestionably prove of interest and value to members of the Society.

As responses were received to the letter of September 7, the definitions were copied on cards which were arranged alphabetically. In this way it was discovered that several definitions had been received for some of the words while other terms had not been defined by any of the members. Some of the definitions showed marked similarity, while others embodied interesting variations. As efforts have been made to synthesize this material it has become evident to the Committee that further assistance should be secured from members of the Society of American Archivists before the preparation of a preliminary report. It is with this thought in mind that the Committee is now sending a general letter to members of the Society requesting that they render assistance in this matter which is of interest and importance to all of us.

The suggestive list of words which was included in the letter of September 7, 1937, was as follows:

1. Archivist, curator, custodian, secretary, clerk, guard, watchman, etc.

2. Department, bureau, board, commission, office, agency, division, section, etc.

3. Author, writer, recorder, composer, designer, cartographer, etc.

4. Archives, records, papers, manuscripts, memorials, documents, chronicles, etc.

5. Files, collections, groups, classes, serials, series, etc.

6. Guide, inventory, list, index, calendar, tabulation, identification, enumeration, catalog, etc.

7. Classification, arrangement, allocation, collocation, consignment, digest, abstract, analysis, synthesis, chronology, assortment, etc.

8. Cabinets, cupboards, cases, containers, folders, portfolios, packages, bundles, etc.

9. Survey, statistical summary, volume, documentary volume, footage, area, documentary area, tonnage, etc.

10. Requisition, shipment, accession, accretion, addition, receipt, etc.

11. Maps, charts, plats, sketches, drawings, outlines, diagrams, graphs, tables, etc.

12. Tracings, blueprints, vandykes, photoprints, photostats, photographs, lithoprints, photo-offsets, slides, mimeograph, multigraph, microfilm, etc.

13. Projection positive, color positive, reversal positive, contact positive, duplicating positive, original negative, duplicate negative, sound recording negative, x-ray negative, paper negative, basic composition, original recording matrix, stamped copy, exhibit transparency, natural color plate transparency, etc.

14. Journals, daybooks, cashbooks, ledgers, yearbooks, annals, registers, diaries, abstracts, account books, bills, bills of lading, schedules, invoices, requisitions, vouchers, etc.

15. Renovate, restore, repair, humidify, fumigate, lamination, cellulose acetate, menaces, impediments, etc.

16. Examiner, searcher, researcher, depository, depositary, servicing, disposition, reduction, etc.

17. Diplomatics, paleography, heuristic, hermeneutics, etc.

Most of the words in the above list were defined at least once by members of the Society. It may be of interest, however, to state that no definitions have as yet been received for the following terms:

1. Guard, watchman

2. Department

3. Composer

7. Collocation, consignment, synthesis

8. Portfolios, packages, bundles

9. Statistical summary, area

10. Receipt

11. Maps, plats, sketches, drawings, outlines, diagrams, graphs, tables

12. Photographs, mimeograph, multigraph

13. Contact positive, x-ray negative, original recording matrix, stamped copy, exhibit transparency, natural color plate transparency

14. Daybooks, yearbooks, schedules, vouchers

16. Servicing, reduction

17. Diplomatics, paleography, heuristic, hermeneutics

Each member of the Society of American Archivists is invited and urged to participate in this work of the Committee on Terminology. Definitions of any of the terms listed above will be welcomed by the Committee and will render a real contribution to its work. It is obvious that the list of words is far from complete, and members should feel free to submit definitions for other archival terms which may occur to them. It is altogether likely that no members of the Society will have either the time or the inclination to furnish definitions of all of these terms, but each member is earnestly requested to supply definitions for the terms which are of particular interest to him and which he frequently uses in his professional activities. If the response to this invitation is sufficiently hearty, it is possible that the Committee will be able to present a preliminary report of its findings at the meeting of the Society of American Archivists in October. It is suggested that all correspondence in this connection be addressed to the Chairman of the Committee on Terminology at The National Archives, Washington, D. C.

Very sincerely yours,

/s/ Nelson M. Blake

Chairman, Committee on Terminology

14 August 1939

Dr. Nelson M. Blake
Chairman
Committee on Terminology
Society of American Archivists
Box 6154
Washington, D. C.

Dear Dr. Blake:

In reply to your request for definitions for certain words, I will give you the definitions which we use here for the same thing.

1. Guard and watchman.
   A guard is a person charged with standing duty over a collection of materials, generally arranged in exhibit form, who acts also as guide. That is, the guard is able to answer questions relating to the materials on display.
   A watchman is a man whose duty is to make certain specified rounds of the building to check against open vaults, doors, lights left on, fire hazards, etc. He carries the master key to the building, and admits authorized persons to locked parts of the building.

2. Department.
   A department is a major departmental unit within the departmental structure. It is headed generally by a cabinet member or an elective officer. Subordinate divisions and independent commissions have the status of divisions or bureaus.

3. Composer.
   The composer is the author of a document.

8. Portfolio, packages, bundles.
   A portfolio is a container made generally of two pieces of cardboard with flaps which protect the document. These cardboards are generally held together by tape.
   We use the term packages rather than bundles in Illinois, but I would say that the two words would be similar in use. A package is a stack of documents (or it may be one document) wrapped in paper or cellophane and labeled.
   In other words, a portfolio is a more or less permanent package made of some permanent material.

10. Receipt.
A receipt is a statement acknowledged by the person authorized to sign for the acceptance of an archival deposit, or a return of a document which has been temporarily removed from the files. It states the date, the person or department from whom the document was received, gives a description of the document, including number of sheets, etc. Also, the signature of the person receiving the document and his official title.

14. Day books, year books, schedules, vouchers.
A day book is a day by day list of both receipts and expenditures.
A year book is an annual descriptive and statistical volume having an encyclopedic information on the subject of the year book.
A schedule is a list of vouchers paid on the same day by a department from the same earmarked funds. For instance, a list of vouchers issued against the travel fund, the printing fund or the repairs and equipment fund.
A voucher is a certificate generally on a definite form signed by a department head to the effect that an accompanying bill is legally due and should be paid. This voucher is sent to the Auditing Department, which issues warrant only upon receipt of said vouchers.

16. Servicing and reduction.
m By servicing we mean here whatever work is necessary to produce a given document for a given reference use. This implies not merely going to the files to get out a given document, but the preparation of the files including repairs and such indexing and cataloging which make it possible to find the document. Servicing also implies the making of any copies which may be needed for reference work.
Reduction of records is the scientific destruction of categories of documents based upon the evaluation that they are useless for government business, and properly subject to destruction. It also implies the physical process of destruction.

I realize that these hastily dictated definitions are not worded as precisely as they might be. However, from them I think perhaps you can get suggestions. I notice that you have side stepped some of these words, which I think our friend Dr. Roscoe Hill is particularly interested; archivology, archimon, archives, archive, etc. I realize that this is a rather delicate subject with him, but feel a daily need for more precise

definitions than we have for the various implications of these words.

It is to be hoped that you can give us a tentative list of definitions, and I hope that some discussions may be possible for these words.

With best wishes, I am

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

THE SOCIETY OF AMERICAN ARCHIVISTS

A. R. Newsome, President
University of North Carolina
Chapel Hill

Philip C. Brooks, Secretary
Box 1425, Washington, D. C.

January 9, 1939

Miss Margaret C. Norton
Superintendent, Archives Division
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

It was a pleasure to see you in Chicago even though the crowd at the meeting prevented long conversations with anyone. I did not comment at the time upon your good letter of December 20 because it was not forwarded to me and I did not receive it until my return here this week. Some of the council members feel that publication of the council minutes in full in The American Archivist would take up more space than is necessary, and although I think that we are responsible for giving the Society a good account of our actions I have furnished Professor Pease with both full minutes and as an alternative a news note summarizing them. He can take his choice. I understand he is going to publish the minutes of the business meeting and the treasurer's report in full.

I did not hear about Professor Pease's resignation from the editorship of the Illinois Historical Collections until my return but I now understand that that publication will probably be taken to Springfield. Professor Pease has given no indication of any expected change in the editorship of The American Archivist and I hope it will prove true that his being relieved of the Illinois Historical Collections will work to our benefit rather than deprive us of his services.

Your suggestion that the local committee be authorized to adapt the meeting dates to local circumstances is a good one. It happens this time that Dr. Robertson had already canvassed the local situation as to the other hotels, other conventions, etc., and is quite sure that meeting within the dates October 12 to 14 will be satisfactory.

We drove from Marion to Evanston in the rain on the day after Christmas but did not go by way of Springfield. Therefore, we were unable to visit the archives there. I hope that we shall have a chance to do so before too long.

Very cordially,

Philip C. Brooks

January 12,
1939.

Dr Philip C. Brooks, Sec.,
Society American Archivist,
1426 Washington, D.C.

Dear Dr. Brooks:

I talked with Prof. Pease at Chicago and he says his resignation as Editor of the Illinois Historical Collections will have no effect what so ever upon his Editoship of the American Archivist the subsidy is from the University of Illinois not from the Historical Library.

Miss Rogers and I have read the program for your Pan American convention which is to be held in Washington next month, with considerable interest. We are both anxious to see the newer equipment at the National Archives and I want to do some bibliographical work there. We think we will attend. So we will probably be seeing you soon.

I am sorry that you did not get to come to Springfield to see the Archives. The fact that Mrs. Brooks has not as yet seen this gives you yourself the excuse to come the next time you are in Illinois.

Sincerely

ILLINOIS STATE LIBRARY
Archives Division

MCN:ED

Superintendent

THE SOCIETY OF AMERICAN ARCHIVISTS

A. R. Newsome, President
University of North Carolina
Chapel Hill

Philip C. Brooks, Secretary
Box 1425, Washington, D. C.

January 24, 1939

Miss Margaret C. Norton
Superintendent, Archives Division
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

If it is still possible and convenient, would you please send a copy of the catalogue rules drawn up last year for the Illinois State Library to Mr. John C. L. Andreassen, State Director, Historical Records Survey, 803 Canal Bank Building, New Orleans, Louisiana.

Mr. Andreassen will be added to the classification and cataloguing committee if he is willing to serve. Dr. Newsome has reappointed you to membership on the committee and I am sure that when it is definite who the new chairman will be, that person will value your advice highly. The other persons who have been selected for the committee are Mr. Corbitt, Miss Esther Chapin (of John Russell's division here) and Almon Wright (of Dr. Hill's division here). I shall let you know the definite line-up as soon as possible.

I hope that you and Miss Rogers will find it possible to attend the meeting of the Inter-American Bibliographical Association here in February. Mrs. Brooks and I would enjoy seeing you at that time and hope you will let us know if you are coming.

Very cordially,

Philip C. Brooks

THE SOCIETY OF AMERICAN ARCHIVISTS

A. R. Newsome, President
University of North Carolina
Chapel Hill

Philip C. Brooks, Secretary
Box 1425, Washington, D. C.

April 12, 1939

Miss Margaret C. Norton, Superintendent
Archives Division, Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Within a few days the printer will call on me for the mailing list for the April issue of The American Archivist, and before the list is sent I am anxious to remove the names of some members who have evidently lost interest and have no intention of continuing their dues payments. Paragraph seven of the constitution provides that "....any member failing to pay his dues for six months after they become payable may be dropped from the rolls by vote of the council one month after notice of such default shall have been mailed to him. He shall be restored to membership, however, upon payment of all arrearages of dues." This provision has not been enforced before because the number of such persons was small, and I have had the feeling that we should proceed cautiously in our very early days, stretching a point if need be to hold members. Now, however, it seems that we have reached a state of some stability, and that the persons listed on the attached sheet might well be dropped. All of them are considerably more than six months overdue, and have received two notices in which this provision of the constitution was called to their attention.

It is of course discouraging to lose members. Most of these joined originally at the time of the first annual meeting, and since their dues periods expired June 30, 1938, have received two issues of the quarterly in the overdue period. There does not appear any common viewpoint, interest, or occupation among them that would indicate any definite reason for loss of their participation other than subjective ones on their part. To offset this loss, and that of a much smaller group who have resigned, there are a few new applications for membership since the last annual meeting, and a considerable number of new subscriptions. A new circularization of prospective members is planned for this spring, and an increment of new applications may be expected at the time of the next annual meeting.

I shall assume that your vote as a council member is favorable on this proposal unless I hear otherwise.

Very cordially

Philip C. Brooks

Philip C. Brooks
Secretary

Delinquents to be Dropped
April 8, 1939

Edward P. Alexander	Ticonderoga, N. Y.
William C. Brown	Denver, Colorado
Eva Margaret Carnes	Charlestown, W. Va.
William T. Cash	Tallahassee, Fla.
Virginia S. Cereall	Arlington, Va.
Donald Doser	College Park, Md.
Samuel J. Kagan	Indianapolis, Ind.
Greta Hutchinson	New York, N. Y.
Stephanie O. Husek	Harrisburg, Pa.
Walter M. Hoefelman	Louisville, Ky.
Mrs. J. E. Hays	Atlanta, Ga.
Mrs. A. Norma Kilmartin	Washington, D. C.
Mrs. Beulah C. Leonard	Reno, Nevada
Ralph R. McLeod	Edgewood, R. I.
Mrs. Sue A. Mahorner	Jacksonville, Fla.
George J. Miller	Perth Amboy, N. J.
Morton Pennypacker	East Hampton, Long Island, N. Y.
Thad Page	Washington, D. C.
Morris L. Radoff	Baltimore, Md.
M. Myron Reiss	Washington, D. C.
T. R. Schellenberg	Washington, D. C.
Edward C. Starr	Hamilton, N. Y.
Arthur V. Sullivan	Washington, D. C.
Henry Tatter	Paducah, Ky.
Van Arsdale Turner	Newark, N. J.
Radford J. Wood	Savannah, Ga.

15 April 1939

Dr. Philip C. Brooks, Secretary
The Society of American Archivists
Box 1425
Washington, D. C.

Dear Dr. Brooks:

As a member of the counsel, I cast my vote in favor of dropping the delinquent members you have listed. At least two of them namely; Mr. Kagan and Mr. Hoefelman, who have been dismissed as State directors for the Historical Records Survey. Mr. Cash attended the Washington meeting of the society, and I am inclined to think we may be able to get him back. While I was secretary of the National Association of State Libraries, I found him slow pay because he had to pay for his state library dues out of his own pocket, and I imagine his salary is small. He is interested, however, and I think perhaps we can get him back. Mr. Tatter, at the time he took his Doctor's degree in history, thought he would like to get into archival work, however, he went into teaching and I imagine he has decided to keep up that work. I do not think he will ever become an archivist, because he is not the type for it. I am somewhat surprised at Mr. Alexander not continuing his membership, because I have always thought he had his eye on New York State as a future possibility. Except for your own staff members, I know nothing of the others. I do not believe in keeping members, who are not actively engaged or interested in archives.

Have you reached any decision as to whether to hold the meeting in Annapolis as originally planned? Herbert Keller says he thinks we owe it to Dr. Robertson to go there. I do not suppose Annapolis is so far from Washington, but what the secretary could complete the arrangements Dr. Robertson had started. Personally, in case the question comes up for discussion by the counsel, I shall cast my vote in favor of Annapolis.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

MCW AR

Superintendent

THE SOCIETY OF AMERICAN ARCHIVISTS

A. R. Newsome, President
University of North Carolina
Chapel Hill

Philip C. Brooks, Secretary
Box 1425, Washington, D. C.

May 1, 1939

Miss Margaret C. Norton, Superintendent
Archives Division
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Your letter asking about the Annapolis meeting arrived just as I was leaving for the Mississippi Valley Historical Association sessions at Memphis. I am sorry that a reply has been delayed so long.

Since Dr. Robertson's death, I have communicated with Judge Bond, the chairman of the Maryland Hall of Records Commission, and have ascertained from him that authorities there would like to proceed with the meeting. They and I believe that since we have a fairly good record of Dr. Robertson's quite complete plans for the meeting, the arrangements can be handled without serious difficulty. I fully agree with you that it would be best to carry out Dr. Robertson's hopes for the meeting and have not thought it necessary to have a formal vote from the council since no change is required. Dr. Overman and I conferred at Memphis regarding the program and I am confident that his committee will produce some interesting sessions.

I would like your vote as a council member on a proposition to hold a joint luncheon conference with the American Historical Association during its annual meeting at Washington next December. This would, of course, be in keeping with the practice which was in effect long before the creation of our Society. I would also like to have your suggestions as to persons from whom a speaker for that luncheon might be chosen. It does not seem necessary to have a special program committee for that session, and if it is satisfactory to the council, I shall proceed with arrangements and the selection of a speaker on the basis of suggestions made by the council members.

Very cordially,

Philip C. Brooks

6 May 1939

Dr. Philip C. Brooks
Secretary
The Society of American Archivists
Box 1425
Washington, D. C.

Dear Dr. Brooks:

Of course, my vote is in favor of holding a joint luncheon in connection with the American Historical Association during its meeting next December.

I am afraid that I cannot, at present, suggest any one to serve on the program for that luncheon. I imagine that something may come up later on which would suggest a suitable speaker or speakers.

Please give my best regards to Mrs. Brooks.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

27 May 1939

Dr. Philip C. Brooks, Secretary
The Society of American Archivists
Box 1425
Washington, D. C.

Dear Dr. Brooks:

I am enclosing, herewith, a carbon copy of my letter to Dr. Gates. The information contained in this letter might be of interest to you.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

10 July 1939

Dr. Philip C. Brooks
Secretary, Society of American Archivists
Box 1425
Washington, D. C.

Dear Dr. Brooks:

Miss Genevieve Yost, librarian, of the department of research and records, Colonial Williamsburg, Inc., Williamsburg, Virginia, is interested in becoming a member of the Society. She attended the Washington Meeting, and expects to attend the Annapolis Meeting. As you doubtless know, her work includes some work with manuscript, as well as with books, and I would like to have her name presented to the Council.

Are you coming to Illinois on your vacation this year? If so, I hope Mrs. Brooks and you will get to Springfield. I expect to be here all summer, except the last two weeks in September and a part of October, and I shall be very happy, indeed, to see both of you.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

THE SOCIETY OF AMERICAN ARCHIVISTS

A. R. Newsome, President
University of North Carolina
Chapel Hill

July 15, 1939.

Philip C. Brooks, Secretary
Box 6154, Washington, D. C.

FROM THE COMMITTEE ON MEMBERSHIP

To the Members of The Society of American Archivists:

The membership committee is anxious to enlist the assistance of all present members in making the Society's objectives and activities known to other persons whose interests lie within its field. Experience has proved definitely that personal suggestions are the most fruitful sources of growth in membership. This letter is sent, therefore, as a request that you endeavor to find others who would be qualified for membership and make them acquainted with the information in the enclosed leaflet.

In order to give service to its members in the form of publications and activities promoting the welfare of all those engaged in the custody of archives and historical manuscripts, the Society must have as great resources as possible and must be as widely representative of regions, types of persons, and fields of interest as can be achieved. Since it is much easier to spread knowledge of the Society's activities and objectives among the staffs of the larger research institutions than it is among the important body of manuscript custodians and archivists in county and local archives, smaller libraries, churches, and business firms, the present campaign is especially directed toward the latter group. It is also hoped that wider interest can be aroused in the importance of historical manuscripts, in the functions of archival establishments as agencies of government, and in the necessity for preserving archival materials for the study of political science, sociology, economics, law, and other subjects. I would greatly appreciate your taking these aspects of our membership problem into account and assisting this committee. The rules of eligibility for membership are printed in the enclosed leaflet.

The council of the Society authorized an expansion in the size of The American Archivist for the calendar year 1939, and naturally this is making possible the publication of an increased number of articles, news notes, and other data of practical value and theoretical interest. Any further expansions, and the availability of funds for research programs which may be undertaken by some of the Society's committees, will be directly conditioned by the revenue from membership dues. So far the enrollment of the Society has steadily increased. With your assistance this increase can no doubt be continued. I shall be glad to send information to anyone whom you suggest.

Very sincerely yours,

Philip C. Brooks

Philip C. Brooks
Chairman

THE SOCIETY OF AMERICAN ARCHIVISTS

A. R. Newsome, President
University of North Carolina
Chapel Hill

July 15, 1939

Philip C. Brooks, Secretary
Box 6154, Washington, D. C.

To The Members of the Society of American Archivists:

The Committee on Nominations is instructed by the constitution to "consult the membership for suggestions." You are requested, therefore, to indicate your suggestions in the blanks provided below.

The present officers and council members are as follows (dates in parentheses indicate expiration of terms): President, A. R. Newsome; Vice president, vacant, as a result of the death of James A. Robertson; Secretary, Philip C. Brooks; Treasurer, Julian Boyd; Council members, Solon J. Buck (1939); Charles M. Gates (1940); Lawrence C. Wroth (1941); Margaret C. Norton (1942); R. D. W. Connor (1943). Offices have been held in the past as follows: Vice presidents, Margaret C. Norton (1937); Luther H. Evans (1938); Council members, Theodore C. Blegen (1937); Victor H. Paltsits (1938); Ruth Blair (resigned 1938).

The president and the retiring member of the Council are ineligible for immediate reelection. The Committee intends to renominate the present Secretary and Treasurer. You are requested, therefore, to indicate your choices for President, Vice president, and one member of the Council.

Replies received by the secretary or the undersigned prior to September 1, 1939, will be given careful consideration by the Committee, which is composed of the undersigned, Miss Alice Smith, and Col. J. M. Scammell.

Sincerely yours,

Solon J. Buck

Solon J. Buck, Chairman

The National Archives
June 22, 1939

President _____

Vice president _____

Member of Council _____

Signature _____

Address _____

Date _____

THE SOCIETY OF AMERICAN ARCHIVISTS

A. R. Newsome, President
University of North Carolina
Chapel Hill

Philip C. Brooks, Secretary
Box 1425, Washington, D. C.

August 9, 1939

Miss Margaret C. Norton
Superintendent, Archives Division
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

This letter is being written to all council members to present for your consideration some suggestions concerning the Christmas meeting, the names of some prospective members, and one question of policy.

Nearly all the council members have submitted suggestions either of ideas or of persons for the joint luncheon session with the American Historical Association in December. Most of the suggestions center around the desirability of having a talk on some subject relating to the use of archives and historical manuscripts by historians and of having someone sufficiently prominent to attract a good number of persons who will be attending the Association meeting. I think prime requisites are that the person should be a good speaker, that he should have a subject of definite scope rather than such a general topic as a survey of archival accomplishments in the last year, for example, and that we should, if possible, call upon some new talent. Of course, there have been able and valuable general surveys, but I personally do not think we need another thus soon.

Dr. Newsome suggests either that we call upon one of the new state archivists, such as Van Schreeven, or that we ask Mr. Connor or Mr. Buck to perform. With all dues respects to their abilities, I am inclined to feel that the latter two have given us so much cooperation already that we should not call upon them again at this time. Both have places on the program at Annapolis.

Mr. Connor suggests that we hear from some American historian an exposition of his ideas on the use of archives and historical manuscripts and how the archivist can best serve that end rather than to have another discussion of technical problems from the point of view of archivists. He suggests such possible speakers as Samuel E. Morison, Samuel Flagg Bemis, John D. Hicks, Avery Craven and Roy Nichols. Dr. Bemis is to speak at Annapolis. Dr. Wroth's suggestions are along the same line, and he nominates Dr. Sioussat and Dr. John C. Fitzpatrick.

Miss Norton, as chairman of the sub-committee on archives of the American Historical Association, concurs in the general view that we should have a discussion of the use of archives by scholars and mentions the possibility of a paper on the instruction of scholars in the proper use of archival materials. Of course, one good possibility is to ask Miss Norton herself to give the address. Her suggestion is somewhat similar

to that made to me by Professor Anderson, the chairman of the program committee of the Association, when I discussed the matter with him. I know that Dr. Buck is interested in the same viewpoint.

Miss Norton also suggests the possibility of a paper on local archives. I feel that this would be more appropriate to the Annapolis meeting and that the problems she raises as to the future custody of local archives might possibly be discussed by Dr. Lewis G. VanderVeld, of the University of Michigan, who is expected to give a paper on local archives at the Annapolis meeting. I would say the same thing of Mr. Boyd's suggestion that we have a paper on the new Delaware Archives Building. It is possible that Dr. Ryden will appear on the Annapolis program.

Perhaps the most definite suggestion along the line of the use of archival materials for research has been made by Dr. Gates who wrote to all the other council members. He says we might discuss methods of promoting the use of materials by scholars and government officials; methods of interesting key groups of research workers; preparation of indexes and guides, and the publicizing of them; or perhaps plans calling for the publication of collections of important documents in order to make them generally available. He suggests as actual subjects: "College graduate students exploit archival materials" or "Interesting the amateur historian in archives." I may say that there is to be a very good session on publications at the Annapolis meeting. Dr. Gates suggests that Dr. Blegen could handle effectively the topics he proposes and concurs in my suggestion that Lt.-Col. J. M. Scammell, of the Historical Records Survey, could profitably discuss the public relations of historical manuscripts custodians.

Between this summary and Dr. Gates' letter I believe that the council will, as has been requested, be well informed as to the suggestions that have been advanced. Of course, my service is only to carry out the wishes of the council, and I would greatly appreciate hearing your concrete suggestions in this matter as soon as conveniently possible.

I like the suggestions of Lt.-Col. Scammell, Dr. Blegen and Miss Norton as possible speakers. Additional thoughts that have occurred to me are that Dr. Leland will probably have returned from an extended trip to South America and could give an interesting talk if he could be persuaded to do so; and that Dr. Posner, formerly of the Prussian State Archives at Berlin-Dahlem, will be in Washington this winter and is an excellent speaker.

I would appreciate your vote upon the admission of the following applicants whom I propose for membership in the Society:

Miss Nina Almond, Librarian, Hoover Library on War, Revolution and Peace, Stanford University, California.
Miss Suda L. Bane, Archivist, Hoover Library on War, Revolution and Peace, Stanford University, California.
Francis L. Berkeley, Jr., Assistant in charge of MS, Alderman Library, University of Virginia, University, Va.

Robert Claus, Junior Archivist, The National Archives, Washington, D. C.
Mrs. Charlene A. Gadde, Chief, General Files Section, Farm Credit Administration, Washington, D. C.
Miss Maude Jones, Librarian, Public Archives of Hawaii, Honolulu, T. H.
Ralph B. Lounsbury, Associate Reference Archivist, The National Archives, Washington, D. C.
Kirke Mechem, Secretary, Kansas State Historical Society, Topeka, Kansas.
S. M. Tenney, Director, Historical Foundation of the Presbyterian and Reformed Churches, Montreat, N. C.
Mrs. S. M. Tenney, Assistant Director, Historical Foundation of the Presbyterian and Reformed Churches, Montreat, N. C.
Mrs. Edna Thelander, Chief of Files, Division of Loans and Currency, Department of the Treasury, Washington, D. C.
Mrs. Evangeline Thurber, Assistant Cataloger, The National Archives, Washington, D. C.
Robert Vincent, 9 Rockefeller Plaza, New York City. Collector of historical sound recordings.
Genevieve Yost, Department of Research and Records, Colonial Williamsburg, Inc., Williamsburg, Va.

Institutional

California State Library, Sacramento, California
General Direktor der Preussischen Staatsarchiv, Berlin, Germany. For the Archivwerwaltung.

Mrs. Thurber was a founding member who resigned and now wishes to renew her membership without payment of dues for the intervening lapse of time. Accordingly, I assume that she must be voted on again by the council. You will be interested to know that there are fourteen new subscriptions to the journal since the first of the year.

I would like to know the council's opinion on a regular policy to be adopted concerning memorials to deceased members. I do not think we want to have extensive memorials read at the business meetings although I do believe that some brief mention of members who have died and their contributions to the Society should be made somehow during the annual meeting, probably in one general summary. In our first year we lost two members by death, who were mentioned in the secretary's annual report. During the present year we have lost two more, Professor John C. Parish, and Dr. James A. Robertson. In addition to the adoption of a regular policy regarding this matter, I am hoping that some speaker at the Annapolis meeting, probably Dr. Stringfellow Barr who is to preside at one session, can give particular notice to the memory of Dr. Robertson who invited us to Annapolis and made the basic plans for the meeting. I also think that Mrs. Robertson should be invited to attend the meeting as a guest of the Society.

Very cordially,

Philip Brooks

14 August 1939

Dr. Philip C. Brooks
Secretary
Society of American Archivist
Box 1425
Washington, D. C.

Dear Dr. Brooks:

As a member of the council, I cast my vote in favor of extending membership to all the list of applicants sent in your letter of August 9th.

From your letter, it seems to me that the members of the council are fairly well agreed upon the desirability of having the talk, at the American Historical Association's joint luncheon, on the use of archives and historical manuscripts by historians, particularly from the point of training in methods. You can count me out as one of the speakers, right now, because that is a subject, which I am not at all competent to talk on, but which I am very much interested in having the reaction of someone else. I think Dr. Morison or Dr. Bemis would be good speakers. Dr. Sioussat is a good speaker, but I do not think he would be so apt to have the archival point of view. I do not think that Dr. Fitzpatrick is a particularly good speaker. There are, of course, two possible approaches to the subject. Either we could have an archivist tell the historians what to teach their students as to methods, or we could have a history professor, who had had considerable personal experience in doing research work in archives, especially foreign, give a criticism of the difficulties which he encountered in the use of archives, and suggestions as to the training needed by the student who is going to work in the archives. I would also like to hear Dr. Leland talk on his trip to South America, and I think it would be very helpful if we could hear from Dr. Posner, formerly of the Prussian State Archives. Who does invite the speakers, should it not be the president of the association?

So far as a memorial to the deceased members is concerned, I feel that we should have it. I think perhaps we could adopt the policy of the American Historical Association as giving individual memorials only to outstanding men in the profession, and listing others who have died. Certainly Dr. James Robertson should have an extended notice. Dr. Parish, of course, was very much interested in archives and was one of the leaders in the establishment of the Iowa Archives. I doubt

if he was known to very many of our members, and I do not think it would be absolutely necessary to have a memorial to him. Of course, Mrs. Robertson should be invited to attend the meeting. In fact, I think most of us will feel very disappointed if she does not do so, because she always attended with Dr. Robertson, and the women archivists, especially, became very fond of her.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

P.S. - Your mimeographed letter of July 15th gives your box number as 6154. Your August 9th letter head carries the old box number, 1428. Have you changed your postoffice box number?

M.C.N.

SAA

THE SOCIETY OF AMERICAN ARCHIVISTS

Box 6154
Washington, D. C.
October 3, 1939

Miss Margaret C. Norton
Superintendent, Archives Division
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I am afraid that I have not written you since receiving your good letter of August 14. Your cooperation in the matters presented to the council by mail is greatly appreciated. You will be interested to know that Professor Roy F. Nichols has agreed to address the meeting with the American Historical Association in December. He was one of the most prominently mentioned in the extensive correspondence among the members of the council on this subject. I gave him an account of the various ideas proposed for topics, emphasizing the use of archival materials by historians and the training of historians for such use. A majority of the council feel the reading of individual memorials to deceased members at business meetings of the Society would unnecessarily delay the proceedings but that deceased members and their services should be mentioned in the secretary's report. They also felt that special mention of Dr. Robertson should be made at Annapolis and that this should be done at one of the other meetings. I am afraid that Mrs. Robertson will be in Mississippi at the time of our meeting although she has been invited to attend.

It seems desirable to have two council meetings, which I hope will be shorter than the second one at Springfield. Would you please let me know if there is any reason why we cannot conveniently have a meeting of the present council immediately following the afternoon session on Friday, October 13, and a meeting of the new council at breakfast on Saturday?

The box number of the Society has been changed from 1425 to 6154.

We are looking forward to seeing you at the Annapolis sessions.

Very cordially,

Philip M. Brooks

6 October 1939

Dr. Philip C. Brooks
Secretary
Society of American Archivists
Box 5154
Washington, D. C.

Dear Dr. Brooks:

Miss Rogers and I expect to arrive in Annapolis on Thursday afternoon, October 12th, so I will be available for any council meetings, which you may hold. I am inclined to believe that it might be desirable to hold the council meeting the night before the meeting, rather than following the afternoon session on Friday. However, I am willing to do what you and the other members of the council decide.

Miss Rogers and I will be leaving here Saturday or Sunday, so you probably will not be able to get in touch with me in case a change is made for the council meeting.

I am glad to know that Professor Roy H. Nichols has accepted the invitation to address the December meeting with the American Historical Association.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MJN AR

23 October 1939

Dr. Philip C. Brooks
Secretary
Society of American Archivists
Box 6154
Washington, D. C.

Dear Dr. Brooks:

We missed you terribly at the meeting, and were very very sorry to hear of your illness. I was hoping that I might get out to the hospital to see you when we drove back through Washington, but unfortunately something came up which made it impossible for me to do so. Having had similar trouble, I know how to sympathize with you. I trust that now you are able to be out of the hospital.

Mr. Newsome asked Miss Rogers to have the members of the Society placed on the mailing list of the monthly bulletin of the Illinois State Library, known as ILLINOIS LIBRARIES. This contains a section on archives, and we are planning to develop it to include articles by others beside merely the Illinois Archives' staff. There seems to be some need for a journal for more popular articles as contrasted with the professional articles hearing in the American Archivist. I was not present when Miss Rogers discussed this with Mr. Newsome, and do not know just how far the discussion went. However, a great many of our members expressed a desire to see the articles which have already appeared in the columns of ILLINOIS LIBRARIES to popularize archives. Inasmuch as this is a state publication it is possible for us to afford this medium of exchange of ideas, if wanted. Of course, articles will not be under the sponsorship of the Society. However, Miss Rogers asked me to obtain from you a membership list, so that we could add the names of members to our mailing list. Many are already on the list, of course.

Mr. Leahy was a very loyal and splendid secretary. He has probably told you of the fun which developed in our business section, which left us having voted one proposition both ways. The last I saw him

he was rather distressed as to how to make this sound proper in his secretary's report.

Hoping that your recovery will be rapid and complete, I am

Very sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

"Alice in Wonderland, or the Historian Among the Archives" will be the subject of an address by Prof. Roy F. Nichols, of the University of Pennsylvania, at a joint luncheon conference of The Society of American Archivists and the American Historical Association in the Pan-American Room of the Mayflower Hotel, Washington D.C., at one o'clock on Friday, December 29. I hope that you will be able to attend and am sure you will find the discussion of interest. Tickets for the luncheon will be $1.40, and can be purchased at the registration table in the Mayflower Hotel on December 28 or 29. They can be ordered in advance by mail by addressing Mr. Albert V. House, Jr., Wilson Teachers College, Washington, D. C.

Philip C. Brooks
Secretary

THE SOCIETY OF AMERICAN ARCHIVISTS

Waldo G. Leland, President
907 15th Street N. W.
Washington, D. C.

Philip C. Brooks, Secretary
Box 6154, Washington, D. C.

December 12, 1939

Miss Margaret C. Norton
Archives Division
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I want to thank you very kindly for your letter of October 23. It was, of course, a disappointment to me not to be able to go to the meeting and not to see you and Miss Rogers and many other friends who were there. I am gradually regaining strength and have just started going to the office half a day at a time. I am handling the most essential Society affairs, and hope to have several things in shape to present to a council meeting during the American Historical Association sessions here later this month. Dr. Leland has just returned from South America and will be there.

I am sending, as soon as it is typed, a mailing list of members of the Society. The council some time ago left the question of policy on distributing the mailing list in the hands of the secretary, and I am glad to furnish it for Miss Rogers use in connection with the Illinois Libraries. I feel as does Mr. Kellar (who very kindly called on me in the hospital) that the more various agencies in the field can cooperate in stimulating interest in archival activities the better.

I hope you are coming to the AHA meetings. We should discuss the budget, the place of next year's meeting, elect a new member to the editorial board, and so on. When do you think would be the best time for the council meeting?

Very cordially,

Philip C Brooks

18 December 1939

Dr. Philip C. Brooks
Secretary
Society of American Archivists
Box 6154
Washington, D. C.

Dear Dr. Brooks:

It is good to hear that you are able to be about again. When I did not hear from you for so long, I feared that your illness had proved to be more serious than it appeared to be when I was in the East in October. I know by experience that one must take things very easy when one has your ailment.

You ask, "When would be the best time for the council meeting?" I expect to get to Washington about nine-thirty Thursday morning. It would really be better to have the council meeting before the A.H.A. meeting starts, though it would be difficult for me to get there on Wednesday. I think probably it might be better for the secretary and president just to set a time during the meeting or immediately following the meeting just so long as it does not interfere with our hearing the papers in the section on archives and historical societies.

The council held a meeting during the regular meeting of the Society of American Archivists, and in consequence three committee reports which were read as papers were heard by none of the council. This was unfortunate.

I am leaving Springfield this coming Saturday afternoon, and shall not return here before the meeting of the American Historical Association. However, if your letter setting the time comes after I leave, my secretary will forward the word to me.

With Christmas greetings to both Mrs. Brooks and yourself, I am

Sincerely,
ILLINOIS STATE LIBRARY
Archives Division

THE SOCIETY OF AMERICAN ARCHIVISTS

Waldo G. Leland, President
907 15th Street N. W.
Washington, D. C.

Philip C. Brooks, Secretary
Box 6154, Washington, D. C.

December 20, 1939

Miss Margaret C. Norton
Superintendent, Archives Division
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Inasmuch as there was not a quorum of the new council at Annapolis, it was suggested that a meeting be held here in December. I hope that this can be done and regret that I have not been able to make arrangements for it earlier. I talked to Dr. Leland and Dr. Connor, and think that the best time would be at 12 noon, an hour before the Society's luncheon conference on Friday, December 29. I shall see that the location of the meeting is communicated to you before that date.

The most important matters to be taken up are the selection of a meeting place for 1940, the approval of a budget and the election of a member of the editorial board. We have invitations from archival institutions in Montgomery, Alabama, Raleigh, North Carolina, and an informal standing one from Charlottesville, Virginia. It is possible that we might receive another shortly. I have been hoping that we might for a change go to the North Atlantic states or New England (possibly Philadelphia, Albany or Hartford) since we have already met in the Middle West and South. No definite proposal, however, in that direction has developed and the idea may not be a good one if the American Historical Association goes to New York. Those members who have to travel some distance naturally do not like to make two long trips to the same section of the country in the same year. This also applies in regard to the meeting of the Southern Historical Association which next year is to be at Charleston.

I enclose a copy of a proposed budget. It has no drastic changes from last year's except for a proposed $100 increase in the publication allowance.

Prof. Herbert I. Priestley is the retiring member of the editorial board. I think we might follow Professor Pease's suggestion as to whether or not he should be re-elected. Professor Pease expects to meet with us.

I would appreciate your keeping this meeting in mind and hope very much that you can arrange to attend it.

Mrs. Brooks and I look forward with pleasure to seeing you here next week.

Cordially yours,

Philip Brooks

THE SOCIETY OF AMERICAN ARCHIVISTS

PROPOSED BUDGET FOR YEAR 1940

Balance Sept.15,1939 (Treasurer's Statement)...$	1124.[illegible]	
Estimated revenue to December 31, 1939.....	200.00	
	[illegible]	
Estimated expenses to December 31,1939.....	[illegible]	
Estimated balance December 31,1939.....	[illegible]	$ 1424.00
Budget for 1940:		
Estimated revenue from renewal memberships.....$	1230.00	
from new memberships.....	100.00	
from subscriptions.....	120.00	
from annual meeting.....	100.00	
	[illegible]	1600.00
Estimated total assets		3024.00
Estimated expenses to be authorized:		
Secretary's office.....$	225.00	
Treasurer's office.....	85.00	
Committees.....	275.00	
Publications.....	1200.00	
Fourth annual meeting.....	100.00	
	[illegible]	1885.00
Estimated balance December 31, 1940.....		$ [illegible]

Philip C. Brooks
Secretary

For the Finance Committee

December 18, 1939

MEETING OF THE COUNCIL, OCTOBER 15, 1939

The council met once during the third annual meeting of the Society at Annapolis, Maryland, on October 15. It was decided that a second meeting including the new members elected at the annual business meeting be postponed for lack of a quorum.

The report of the Committee on Publication of Archival Material was accepted, and it was voted that the name of this committee be changed to the Committee on Publication Policies of Archival Agencies.

The council received the report of the Committee Advisory to the Historical Records Survey, and in consideration of the great value of the work of the Historical Records Survey voted that the Society be requested to recommend to the Work Projects Administration the continuation of this work.

The report of the Committee on Uniform State Legislation was considered by the council and it voted to continue this committee for another year; that the committee be composed of A. R. Newsome, chairman, and five other members to be appointed by him; that not to exceed two hundred dollars be made available from the funds of the Society for the expenses of the committee; and that the committee be empowered to submit a draft for a uniform state public records law to the Committee on Scope and Program of the National Conference of Commissioners on Uniform State Laws.

The nomination of eleven new members to the Society was approved. The new members are Harold S. Burt, Samuel E. Cobb, Miriam Edwards, Robert W. Lovett, Branson Marley, Mrs. Bertha W. Martin, Elizabeth W. Meade, Dr. Ernst W. Posner, Helene H. Rogers, Clifford K. Shipton, Abbot E. Smith.

Emmett J. Leahy

Acting Secretary

MINUTES OF BUSINESS MEETING, OCTOBER 13, 1939

The annual business meeting of the Society convened in the Mirror Room of Carvel Hall, Annapolis, Maryland, at 9:00 P. M., on Friday, October 13, 1939, with approximately sixty members and institutional delegates attending.

After introductory remarks by the president, the reports of the secretary, treasurer and auditing committee were read and approved. The council's recommendation that the Society of American Archivists recommend to the Work Projects Administration the continuation of the work of the Historical Records Survey was approved.

Dr. Solon J. Buck read the report of the nominating committee, presenting the following nominations: for president, Waldo G. Leland; for vice president, Theodore C. Blegen; for secretary, Philip C. Brooks; for treasurer, Julian P. Boyd; for council member for a term of five years ending in 1944, William D. McCain. The nominees were unanimously elected. The remaining council members continue to hold their offices for the following periods: Charles M. Gates, one year ending in 1940; Lawrence C. Wroth, two years ending in 1941; Margaret C. Norton, three years ending in 1942; R. D. W. Connor, four years ending in 1943.

It was voted that the report of Edwin A. Davis, chairman of a special committee to recommend to the Society the proper pronunciation of the words archives, archivist and archival, be received and the committee discharged. The pronunciations recommended by the committee were: archives, ăr'kīvz; archivist, ăr'kĭ-vĭst; archival, ăr-kī'văl.

Mr. Leon deValinger, chairman, read the report of the Resolutions Committee, and it was unanimously voted that the secretary be instructed to send to Mrs. James A. Robertson an expression of the Society's sincere appreciation of Dr. Robertson's untiring efforts in the development of the Hall of Records; and that the secretary give proper cognisance to the recent

death of Dr. John Carl Parish of the University of California at Los Angeles; that an expression of sympathy be sent to Philip C. Brooks, secretary of the Society, absent because of illness; that a vote of appreciation be given Emmett J. Leahy for serving as acting secretary in the absence of the secretary; to William D. Overman, chairman, and members of the committee on program for the stimulating schedule of meetings planned; to His Excellency Herbert R. O'Conor, chairman, Morris L. Radoff, secretary, and the other members of the committee on local arrangements, and to Honorable Carroll T. Bond, chairman of the Hall of Records Commission, for their hearty welcome, an adequate meeting place and comfortable accommodations; and to the Management of Carvel Hall for its cooperation and attention.

The meeting adjourned at 11:00 P. M.

Emmett J. Leahy
Acting Secretary

517 Prince Street.
Alexandria, Virginia.

My dear Miss Horton:

I want to thank you again for your kindness in sharing your room with me at Carnegie Hall. It was a great convenience for me and a most generous action.

I hope I may have the pleasure of seeing you

again one of these days & that you may return your residence.

Hope you had a pleasant trip after your visit Annapolis.

Very sincerely yours

Ellen Douglass Lowell

Oct. 24
1939

UNIVERSITY OF WASHINGTON
DEPARTMENT OF HISTORY
SEATTLE

May 17, 1939

Miss Margaret C. Norton
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I am enclosing a copy of a letter which I recently addressed to Dr. Philip C. Brooks, Secretary of the Society of American Archivists, concerning his suggestion that the Council should arrange a luncheon meeting in connection with the A. H. A. meetings in Washington, D. C. next December.

I have no wish to make much out of little in the matter of selecting speaker and topic. However I do feel that council members should exchange ideas and that the President rather than the Secretary should act for the Society in making the final decision.

I hope that you will find my suggestion worthy of consideration.

Sincerely yours,

Charles M. Gates

gl

COPY May 12, 1939

Dr. Philip C. Brooks
Box 1425
Washington, D.C.

Dear Brooks

I'll see whether I can get off a letter to you a little more promptly this time. I've neglected you too often.

I certainly approve the idea of having a luncheon of the S.A.A. in connection with the annual meeting of the American Historical Association next December, and I think it a generous and practical suggestion that you as Secretary should make the local arrangements regarding place and time.

As for the selection of topic and speaker, it seems to me that the Council as a whole should consider the question somewhat further. Why do you not let us submit our suggestions to you; then you could summarize those suggestions in a single statement and send copies of it out to all of us. Each of us could then express a couple of preferences which would narrow the question considerably. The final decision I believe should rest with the President of the Society.

My suggestion at this preliminary stage of discussion is that the luncheon meeting might well be devoted to a consideration of ways and means of promoting the use of archival materials for research purposes either by scholars or by governmental officials. We might discuss methods of interesting key groups of research workers; or preparation of indexes and guides, and the publicising of them, or perhaps plans calling for the publication of collections of important documents in order to make them generally available. For example, we are planning to publish the messages of the governors of the Territory of Washington to the territorial legislature. Probably there are similar projects on foot in other states. May we not hear about them?

I do not know whether we should attack some of these problems in the large or attempt something narrower, as, for example, some such topic as:

"College graduate students exploit archival materials"
or
"Interesting the amateur historian in archives,"

either of which subjects Dr. Theodore C. Blegen of the Minnesota Historical Society could handle effectively, or some approach could be made to some other state historical society or a college center that has particularly good opportunities.

Problems involved in publication could be described by Dr. Buck or by Dr. Clarence Carter. Such a discussion would include consideration of problems of selection, editing, and also suggestions regarding the planning of publication programs and the approaches to agencies having resources available for their support.

Whatever topic is selected, care should be taken to fit it in with the program that is being arranged for the fall meeting of the Society.

No more for now. Keep me posted, will you not as things develop? I am taking the liberty of sending copies of this letter to the other members of the Council.

Cordially

CEC:S

29 May 1939

Prof. Charles M. Gates
Department of History
University of Washington
Seattle, Washington

Dear Dr. Gates:

I have read the carbon copy of your letter to Dr. Brooks about the luncheon meeting of the Society of American Archivists to be held in Washington next December. I think the reason why the Secretary rather than the President is taking the initiative in the matter of the program is that the President, serving several years, is apt to feel that programs arranged by him might have too much of the sameness.

I would have one further suggestion about this, although as chairman of the committee I hesitate to make the suggestion. As you know, a sub-committee has recently been appointed by the American Historical Association on the subject of Archives of which I am chairman. Dr. Buck has suggested that the work of this committee should not be so much along the line of technical work involving the scope of the work of the Society of American Archivists, but it should study matters relating to the use of Archives by scholars. I think this is a very good point. Dr. Buck has suggested the compilation of a handbook descriptive of the various departmental agencies in this country. Perhaps somewhat on the order of the handbook of the Historical Society, but more probably along the lines of the report on European Archives made by the International Committee on Intellectual Cooperation of the League of Nations.

Some one else has suggested that the committee should do something to instruct scholars in the proper use of Archival materials: Not only in their use as source material, but with relation to the physical aspect of their use. This would fit in with your suggestion that we have a paper on "College graduate students exploit archival materials".

Another point, which I think needs attention is the problem of local archives administration. I believe in this country we are coming to see that centralization of local archives is not the immediate solution to the problem of proper care. In England, I believe a minimum amount of work in the

library schools is on the care of archives and there they are proposing that local libraries become the custodians of records. I do not think that is the solution in this country, because in Illinois, for one state, the county seats have small and inadequate libraries that are not under trained librarians, so that for the library to attempt to care for local records would be as bad for just the local officials to do it as at present. I do not know just who should give this paper, but I would like to see a paper on the subject of the care of local Archives: On the premise that local Archives are going to remain in the counties in which they originate. In other words, I would like to hear if any one has any practical suggestions on the best means of securing proper care in local repositories.

These are just a few suggestions along the line of your own suggestions, which I think are very good!

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

UNIVERSITY OF WASHINGTON
DEPARTMENT OF HISTORY
SEATTLE

June 7 1939

Miss Margaret C. Norton
Illinois State Library
Archives Division
Springfield, Illinois

Dear Miss Norton

Thank you for your good letter regarding the Society of American Archivists luncheon program next December. It seems to me it would be very much worth while to explore some of the problems involved in promoting the use of archival materials by historical students. I am at present engaged in the preparation of a chapter on Archives for Mr. Blegen's Handbook for Community Historical Workers, and I am trying to formulate more definitely my ideas regarding the use of archival materials by such people. I shall be most interested to learn more of the activities of your committee.

As for your emphasis of the need of studying local archives administration, our situation out here in many county court houses, and my experience in Minnesota convinces me of the importance of further educational work among local custodians and also among members of state legislatures. I should say your study of the problem of concentration in Illinois would enable you to speak with authority on that subject.

Sincerely yours

Charles M. Gates

CMG:S

22 August 1939

Professor A. R. Newsome
President, Society of American Archivists
Department of History
University of North Carolina
Chapel Hill, North Carolina

Dear Dr. Newsome:

As you may know, I am the chairman of the AHA sub-committee on archives. It is the sense of our committee that perhaps the most valuable work we could perform this year would be to compile a guide to American Archival Institutions somewhat similar in scope to that issued by the International Committee on Intellectual Cooperation of the League of Nations in 1936. I enclose a copy of a tentative questionaire, which we have drawn up and for which I would like your criticism.

Realizing that it is going to be impossible to get detailed information from some of the states directly, Professor Philbrick has suggested that we might find useful the compilation of laws relating to Archival establishments, which you have prepared in connection with the work of your committee on a model Archives Law. Do you have an extra copy, which I could have or if you could not let me keep it, let me borrow it long enough to copy it for our use.

Miss Rogers and I are looking forward to the Annapolis Meeting of the Society of American Archivists. Mr. Hughes would like to attend, but I do not know that he will be able to do so. Miss Rogers and I are driving, and plan to visit archival institutions and state libraries on the way East and returning by way of New England. I hope Mrs. Newsome will be present this year, too.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

Chapel Hill, N. C.
October 6, 1939.

To the Council of the Society of American Archivists:

Herewith is submitted the report of the Committee on Uniform State Legislation, whose establishment was provided for by the Society of American Archivists at its annual meeting in Springfield, Illinois, last year. The Committee was directed to prepare a Uniform State Public Records Law which The Society might consider with the view to recommending its adoption by the states.

The Committee consists of F. E. Boell, Richard B. Morris, Victor Hugo Paltsits, Francis S. Philbrick, Marcus W. Price, and A. R. Newsome, Chairman. Though requesting that he have no official status as a member of the Committee on account of the press of other duties, Solon J. Buck has in reality functioned as a very active and valuable member.

The Committee has been forced to prosecute its work by the rather unsatisfactory method of correspondance. The Uniform State Public Records Law herewith submitted is the culmination of various revisions which have been designed to incorporate the many valuable suggestions and criticisms of the members of the Committee. It has the approval of the majority of the Committee. Mr. Buck and Mr. Price are perhaps dissatisfied with some features of the report; but, as a member of the Council, Mr. Buck can give the Council the benefit of their suggestions for such action as it may wish to take.

In the opinion of the chairman, it is a matter of some importance that the Society take some action at the Annapolis meeting, provided that the report is or can be made acceptable. The Council is of course free to make any amendments which it considers wise. The best chance of getting states to adopt a uniform law is to enlist the active support of the National Conference of Commissioners on Uniform State Laws. The Committee on Scope and Program of this Conference was anxious to have a draft of the law a year ago. I indicated rather explicitly that it might count on the draft this fall. It must have the draft this fall if the Conference is to give consideration to the matter next year. Postponement for another year, except for compelling reasons, would appear to be unwise.

Very truly yours,

A. R. Newsome

A. R. Newsome, Chairman.

UNIFORM STATE PUBLIC RECORDS LAW*

Section 1 - Definition. Public records comprise all written or printed books, papers, letters, documents, maps, plans, photographs, sound recordings and other records made or received in pursuance of state law or in connection with the transaction of public business by the public offices, agencies and institutions of the state and its counties, municipalities, and other sub-divisions of government. All such public records made or received by the public offices, agencies and institutions of the state and its counties, municipalities and other political sub-divisions are state records. The body of such public records accumulated and preserved in official custody for record purposes by any office, agency or institution or its legal successor constitutes its archives. Public offices and public officers are, respectively, the offices and officers of any court, department, board, commission, institution or other agency of the state government or of any political subdivision of the state.

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*This proposed public records law presupposes or contemplates the establishment in each state of an official state archival agency for the centralization and administration of noncurrent state archives. At present, 1939, thirty-three states have such agencies. In nine of these, effective control of the agency rests with a political official or department whose archival interest and knowledge is accidental and secondary - the secretary of state, the governor, the department of education, or the director of business control. Twenty-five states vest real control in bodies independent of or only indirectly responsible to political officials - the state library or library department, a self-governing historical society, the state university, or a separate, independent state agency such as an historical, archives or records commission or a distinct department. The administrative heads of these twenty-five state archival agencies are generally selected and controlled directly by small non-salaried boards --- self-perpetuating, elected by historical societies, composed of ex-officio members who are educators, historians and public officials or appointed by the governor for long, overlapping terms.

Complete uniformity in organization and function of state archival agencies is not necessary. But the weight of experience indicates that every state should have an official archival agency with permissive authority to collect and administer noncurrent state and local records, so constituted and governed as to provide the maximum likelihood that the archival function will be placed in the hands of capable and trained persons who have the greatest possible freedom from political and extraneous influences which tend to vitiate the professional character of archival administration. Though no system is certain of success, a self-governing historical society and a distinct, independent archival agency, governed by a non-salaried, non-political board appointed for long, overlapping terms, are definitely superior systems. It is of the greatest importance that an expert supervisor or examiner function constantly on behalf of the state archival agency. A. R. Newsome, "Uniform State Archival Legislation," The American Archivist, II (January, 1939), 1-16.

Section 2 - Production and Custody. All public offices shall make and keep all records necessary to a full and accurate knowledge of their activities and the chief administrative officer of each public office, agency, or institution shall be the legal custodian of its public records with full responsibility for making and preserving them.

Section 3 - Paper. Every custodian of public records shall use or require to be used for records purposes paper of standard millbrand with dated watermark, made of linen rags and new cotton clippings, durably made and well finished. If a photographic process is used for permanent recordation, paper of excellent quality shall be used and shall be substantially bound. The (state archival agency) shall determine the standard of quality and shall select and furnish a list of said papers, from which purchases shall be made by the purchasing agents of all public offices. Any custodian who shall use or permit to be used any paper other than as herein provided shall be guilty of a misdemeanor and punishable by a fine of not more than (one hundred) dollars.

Section 4 - Ink. Every custodian of public records shall use or require to be used upon every such record, ink, including ink on typewriter ribbons, carbon papers, stamping pads, or other writing devices, approved by the (state archival agency) which shall cancel approval if it finds that any approved ink is inferior to its established standard of quality and permanence. The (state archival agency) shall cause various brands of ink to be examined as to quality and permanence by the state chemist, if there be one, and otherwise by a chemist recommended by the state university or other comparable institution of learning within the state and shall give its approval of and furnish a list of such inks as are declared by such chemist to meet its specifications for excellent quality and permanence, and only the inks so approved may be purchased for use on public records by the purchasing agents of all public offices. Any custodian who shall use or permit to be used any ink other than as herein provided shall be guilty of a misdemeanor and punishable by a fine of not more than (one hundred) dollars.

Section 5 - Fireproof Filing Facilities. It shall be the duty of each public office, as soon as possible, to provide and maintain fireproof rooms, vaults or safes, fitted with non-combustible materials, for the safekeeping of its public records. Such fireproof rooms, vaults or safes shall meet the standards and receive the approval of the (state archival agency).

Section 6 - Availability. Every custodian of public records shall keep them in such arrangement and condition as to be easily accessible for convenient use. Except as otherwise expressly provided by law, he shall permit all public records in his custody to be inspected, examined, abstracted or copied at reasonable times and under his supervision and regulation by any person; and he shall upon the demand of any person furnish certified copies thereof on payment in advance of fees as prescribed by law. Every public office is empowered, subject to its financial authority and ability, to increase the availability of any portion of its public records by publication, subject to the approval and editorial supervision of the chief administrative officer of the (state archival agency); and it is further empowered to record or copy public records by any photographic process, approved by the (state archival agency), which clearly and accurately copies or reproduces them.

Section 7.- Legal Evidence. Any copy or photographic reproduction of any public record in the state shall be admissible as evidence in like cases and with like effect as the public record itself, when attested and certified by the legal custodian of the public record under the seal of his office when there is such seal or, if there is no official seal, under his hand with an annexed certificate of the clerk of any court of record that such attestation is made by the proper officer. When public records are transferred in pursuance of law from the office of their origin to the legal custody of the (state archival agency), copies of the records shall

be made by the (state archival agency) under its seal upon payment of the legal fees and shall have the same legal force and effect as if made by the original custodian of the records.

Section 8 - Re-Execution and Re-Recording of Records Lost or Destroyed.

a. The (superior) courts of this state shall have jurisdiction at the suit of the state or of any county or municipality thereof or of any citizen of the state who gives security for the costs of the proceeding, to order the re-execution in ex parte proceedings of any public record that has been lost or wholly or partially destroyed; and when so established or restored it shall have the same authority and effect, in imparting notice and otherwise, as the original. The evidence of the hearing in the (superior) court may be by depositions or affidavits, and witnesses may be examined orally and their testimony taken by the court stenographer and certified by him as correct.

b. Any citizen of the state who will give security for the costs may appeal from the decision of the (superior) court, ordering the re-execution or refusing to order the re-execution of a record, to the supreme court of the state, provided the appeal is taken within (six) months from the rendition of the judgment of the (superior) court; and on appeal the transcript of the complete record shall be certified by the (superior) court to the supreme court. Upon the hearing in the supreme court, that court may affirm or reverse the judgment of the (superior) court, or may render such judgment as the (superior) court should have rendered on the record and evidence so certified.

c. If the record of a judgment, writ of execution or return thereon, deed, contract, marriage certificate, inventory, bill of sale, or other instrument, whose recording is required or authorized by law, be lost or destroyed, the original of such instrument may be recorded again, and such record shall be operative from the day the original record was operative. Such re-recording may be at the instance of any official who executed the original or before whom it was executed, or of any private citizen who executed the original, or of any person interested financially or otherwise in the permanence of its record, or by the agent or attorney of any such person.

d. If both the record and the original are lost or destroyed a copy of either may be recorded, if the recorder be satisfied of its correctness, of the fact of earlier recording, and of the loss or destruction of said record. Such re-recording may be at the instance of any official who executed the original or before whom it was executed, or of any private citizen who executed the original, or of any person interested financially or otherwise in the permanence of its record, or by the agent or attorney of any such person. Any such person may file in the office of the proper legal custodian of the missing document a sworn statement setting out as exactly as possible the contents of the same, and when so filed it shall be the duty of said legal custodian, if personally convinced of the genuineness of the document so offered for replacement of the lost record, to receive it as a substitute therefor; and such substitute, or a certified copy thereof, shall thereafter be for all purposes prima facie evidence according to its terms and contents, pending any final determination of its validity or invalidity by proceedings referred to in sub-sections a or d of this section.

e. The provisions of the preceding ~~sections~~ subsections of this ~~article~~ section have no relation to records involved presently or formerly in litigated causes, for the re-execution of which records, in case of their loss or destruction, all courts shall be deemed to possess adequate inherent powers.

Section 9 - Delivery to Successor in Office. Every legal custodian of public records, at the expiration of his term of office or authority, or on his death his legal representative, shall deliver to his successor in office all public records in his custody; and the successor shall receipt therefor to his predecessor or his legal representative and shall file in his office a signed acknowledgment of the delivery. Every public officer shall demand from his predecessor in office, or his legal representative, the delivery of any public records belonging to his office. If such person in unlawful possession of the public records shall neglect for the space of ten days after a demand made in writing by the person legally entitled to their custody or by any citizen of the state to deliver such records to such proper legal custodian, he shall be guilty of a misdemeanor and punishable by a fine not exceeding (five hundred) dollars, to be collected on complaint of the proper custodian by proceedings in any court of record in the county.

Section 10 - Recovery. Every public officer is entitled to the custody of all public records belonging to his office and shall make demand in writing for any such records to any person who acquired possession of them after the enactment of this law. If any person in unlawful possession of public records refuses or neglects for thirty days to comply with the written demand by such public officer or by any citizen of the state for their delivery to the proper legal custody, the public officer or citizen shall make an affidavit setting forth proper facts to any judge of a court of record in the county of residence of the person so refusing or neglecting. If the judge be satisfied that any public records are illegally withheld, he shall grant an order directing the person so withholding them to show cause before him at a time specified therein why he should not deliver the public records. At such time, or at any time to which the matter may be adjourned, on proof of due service of the order, the judge shall proceed to inquire into the circumstances. If the person charged with withholding public records shall prove by written evidence to the judge's satisfaction that he has delivered the public records to their proper custodian, the inquiry shall cease and the person be discharged. But if it appears that any public records are withheld by him, the judge shall commit him to the county jail and shall forthwith issue his warrant directed to any (sheriff) commanding him to search all places where he may suspect the records to be, to seize them, and to bring them before the judge, who shall determine whether they belong to the public office, and if so shall cause them to be delivered to their legal custodian; and the defendant shall then be discharged upon paying a fine of not less than (twenty-five) or more than (one hundred) dollars, but if the public records so proved to have been wrongfully in the defendant's possession shall not be discovered by the (sheriff), said defendant shall be discharged upon paying a fine of not less than (one hundred) or more than (five hundred) dollars.

Section 11 - Records of Defunct, Reduced or Transferred Agencies. All public records of any public office shall, upon the termination of the existence and functions of that office, be transferred to the custody of the (state archival agency). When a public office is terminated or reduced by the transfer of its powers and duties to another office or to other offices, its appropriate public records shall pass with the powers and duties so transferred. When any question shall arise as to the proper division and custody of the records of an office thus terminated or reduced,

the (state archival agency) shall determine the question after consultation with all offices affected.

Section 12 - Care by Legal Custodian. Every legal custodian of public records shall carefully protect and preserve them from deterioration, mutilation, loss or destruction. He shall at public expense cause all public record books in his custody to be properly and substantially bound and to be copied or repaired, renovated or rebound if worn, mutilated, damaged or difficult to read. Any public officer who causes a record book to be copied shall attest it and shall certify on oath that it is an accurate copy of the original book. The attested copy shall then have the authority for all purposes of the original.

No legal custodian of public records shall wilfully destroy or sell, give away, or otherwise dispose of any public records, unless specifically so authorized by law, without the written consent of the chief administrative officer of the (state archival agency). The custodian shall submit a detailed descriptive list of the records whose destruction is proposed to the (state archival agency) whose chief administrative officer shall issue a written permit for the destruction or disposal of such parts of said records as are without substantial value or are substantiated by permanent records. The custodian shall preserve a descriptive list of the records destroyed and a record of the destruction itself, and shall send copies of both to the (state archival agency). With the written consent of the chief administrative officer of the (state archival agency) custodians may destroy relatively unimportant bulky classes of public records, of which permanent reproductions have been made; and such reproductions shall have the same legal force as the original records. The (state archival agency) shall enter on its minutes or in its official report every permit for the destruction of public records as well as a description of the public records whose destruction it permits.

Any legal custodian of public records, who, without authority of law, removes any public record from the office where this or other law requires it to be kept, or who steals, sells, or gives it away, or wilfully alters, falsifies, defaces, injures, mutilates or destroys it in whole or in part, or permits any other person to do so, shall be guilty of a felony and punishable by imprisonment not exceeding (one year) or by a fine not exceeding (one thousand) dollars or by both.

Section 13 - Abuses by Persons Other than Legal Custodians. Any person other than the legal custodian of a public record, who, without authority of law, removes it from the office where this or other law requires it to be kept, or who steals, buys or disposes of it, or wilfully alters, falsifies, defaces, injures, mutilates, or destroys it in whole or in part, or colludes with another person in so doing, shall be guilty of a felony and punishable by imprisonment not exceeding (one year) or by a fine not exceeding (one thousand) dollars or by both.

Section 14 - Penalties. Any public officer who refuses or neglects to perform any duty required of him by this public records law shall be guilty of a misdemeanor and punishable by a fine of not more than (twenty) dollars for each month of such refusal or neglect, in cases where no other penalty is elsewhere provided in this law.

Section 15 - State Supervision. The chief administrative officer of the (state archival agency), in person or through a deputy, shall have the right of reasonable access to and examination of all public records

in the state. He shall examine into and report to the (state archival agency) on their condition; and he shall have general supervision over their production and administration and preservation, and shall cause such action to be taken by custodians as may be necessary to put them in the custody and condition required by this and other laws of the state and to secure their safety and preservation. The (state archival agency) is empowered to employ such staff as is necessary for the purpose of enforcing the public records law and of carrying out its duties imposed by law.

Section 16 - Centralization. Every public officer is hereby authorized and empowered to turn over to the (state archival agency) any public records in his custody which are not in current use. The (state archival agency) is hereby authorized to receive such records and is made their legal custodian. Its chief administrative officer shall present to the public official who deposits them a descriptive list of the noncurrent records turned over to its custody, and the public official shall file the descriptive list in the office from which such records were removed.

Society Hist. Arch.

10 October 1939

Miss Margaret C. Norton
Carvel Hall
Annapolis, Maryland

Dear Miss Norton:

The enclosed report has just been received from Mr. A. R. Newsome. There was no letter accompanying same to explain its value, so Mr. Wetherbee suggests that it be forwarded to you.

I am also enclosing a letter from Dr. Roscoe R. Hill, together with Mr. Wetherbee's reply.

Sincerely,

Box 719
Chapel Hill, N. C.
October 31, 1939.

Dear Sir:

For a year the Committee on Uniform State Legislation of the Society of American Archivists has been working under my chairmanship in drafting a uniform state public records law with the view of securing its adoption by the states and particularly with the view of getting the National Conference of Commissioners on Uniform State Laws to recommend it to the states.

A tentative draft of the law is enclosed, and the committee would value greatly your comments, criticisms and suggestions for its improvement. It is the purpose of the committee to deal only with common archival problems in such a moderate, practical fashion as to make the adoption of the law possible or even probable in many or all of the states.

The committee will have a final meeting about the middle of November to put the tentative draft in final form for immediate submission to the National Conference.

As chairman of the committee, I will greatly appreciate your comments and suggestions and will undertake to present them to the full committee if you will let me have them before November 15.

Sincerely yours,

A. R. Newsome, Chairman

UNIFORM STATE PUBLIC RECORDS LAW*

Section 1 - Definition. Public records comprise all written or printed books, papers, letters, documents, maps, plans, photographs, sound recordings and other records made or received in pursuance of state law or in connection with the transaction of public business by the public offices, agencies and institutions of the state and its counties, municipalities, and other sub-divisions of government. All such public records made or received by the public offices, agencies and institutions of the state and its counties, municipalities and other political sub-divisions are state records. The body of such public records accumulated

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*This proposed public records law presupposes or contemplates the establishment in each state of an official state archival agency for the centralization and administration of noncurrent state archives. At present, 1939, thirty-three states have such agencies. In nine of these, effective control of the agency rests with a political official or department whose archival interest and knowledge is accidental and secondary --- the secretary of state, the governor, the department of education, or the director of business control. Twenty-five states vest real control in bodies independent of or only indirectly responsible to political officials---the state library or library department, a self-governing historical society, the state university, or a separate, independent state agency such as an historical, archives or records commission or a distinct department. The administrative heads of these twenty-five state archival agencies are generally selected and controlled directly by small non-salaried boards---self-perpetuating, elected by historical societies, composed of ex-officio members who are educators, historians and public officials or appointed by the governor for long, overlapping terms.

Complete uniformity in organization and function of state archival agencies is not necessary. But the weight of experience indicates that every state should have an official archival agency with permissive authority to collect and administer noncurrent state and local records, so constituted and governed as to provide the maximum likelihood that the archival function will be placed in the hands of capable and trained persons who have the greatest possible freedom from political and extraneous influences which tend to vitiate the professional character of archival administration. Though no system is certain of success, a self-governing historical society and a distinct, independent archival agency, governed by a non-salaried, non-political board appointed for long, over-lapping terms, are definitely superior

systems. It is of the greatest importance that an expert supervisor or examiner function constantly on behalf of the state archival agency. A. R. Newsome, "Uniform State Archival Legislation," The American Archivist, II (January, 1939), 1-16.

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and preserved in official custody for record purposes by any office, agency or institution or its legal successor constitutes its archives. Public offices and public officers are, respectively, the offices and officers of any court, department, board, commission, institution or other agency of the state government or of any political sub-division of the state.

Section 2 - Production and Custody. All public offices shall make and keep all records necessary to a full and accurate knowledge of their activities; and the chief administrative officer of each public office, agency, or institution shall be the legal custodian of its public records with full responsibility for making and preserving them.

Section 3 - Paper. Every custodian of public records shall use or require to be used for record purposes paper of standard mill-brand with watermark, made of linen rags and new cotton clippings, durably made and well finished. If a photographic process is used for permanent recordation, paper of excellent quality shall be used and shall be substantially bound. The (state archival agency) shall determine the standard of quality and shall select and funish a list of said papers, from which purchases shall be made by the purchasing agents of all public offices. Any custodian who shall use or permit to be used any paper other than as herein provided shall be guilty of a misdemeanor and punishable by a fine of not more than (one hundred) dollars.

Section 4 - Ink. Every custodian of public records shall use or require to be used upon every such record, ink, including ink on typewriter ribbons, carbon papers, stamping pads, or other writing

devices, approved by the (state archival agency) which shall cancel approval if it finds that any approved ink is inferior to its established standard of quality and permanence. The (state archival agency) shall cause various brands of ink to be examined as to quality and permanence by the state chemist, if there be one, and otherwise by a chemist recommended by the state university or other comparable institution of learning within the state and shall give its approval of and furnish a list of such inks as are declared by such chemist to meet its specifications for excellent quality and permanence, and only the inks so approved may be purchased for use on public records by the purchasing agents of all public offices. Any custodian who shall use or permit to be used any ink other than as herein provided shall be guilty of a misdemeanor and punishable by a fine of not more than (one hundred) dollars.

Section 5 - Fireproof Filing Facilities. It shall be the duty of each public office, as soon as possible, to provide and maintain fireproof rooms, vaults or safes, fitted with non-combustible materials, for the safe-keeping of its public records. Such fireproof rooms, vaults or safes shall meet the standards and receive the approval of the (state archival agency).

Section 6 - Availability. Every custodian of public records shall keep them in such arrangement and condition as to be easily accessible for convenient use. Except as otherwise expressly provided by law, he shall permit all public records in his custody to be inspected, examined, abstracted or copied at reasonable times and under his supervision and regulation by any person; and he shall upon the deman of any person furnish certified copies thereof on payment in advance of fees as prescribed by law. Every public office is empowered, subject to its financial authority and ability, to increase the availability of any

portion of its public records by publication, subject to the approval and editorial supervision of the chief administrative officer of the (state archival agency); and its is further empowered to record or copy public records by any photographic process, approved by the (state archival agency), which clearly and accurately copies or reproduces them.

Section 7 - Legal Evidence. Any copy or photographic reproduction of any public record in the state shall be admissible as evidence in like cases and with like effect as the public record itself, when attested and certified by the legal custodian of the public record under the seal of his office when there is such seal or, if there is no official seal, under his hand with an annexed certificate of the clerk of any court of record that such attestation is made by the proper officer. When public records are transferred in pursuance of law from the office of their origin to the legal custody of the (state archival agency), copies of the records shall be made by the (state archival agency) under its seal upon payment of the legal fees and shall have the same legal force and effect as if made by the original custodian of the records.

Section 8 - Re-Execution and Re-Recording of Records Lost or Destroyed.

a. The (superior) courts of this state shall have jurisdiction at the suit of the state or of any county or municipality thereof or of any citizen of the state who gives security for the costs of the proceeding, to order the re-execution in ex parte proceedings of any public record that has been lost or wholly or partially destroyed. The evidence of the hearing in the (superior) court may be by depositions or affidavits, and witnesses may be examined orally and their testimony taken by the court stenographer and certi-

fied by him as correct.

b. Any citizen of the state who will give security for the costs may appeal from the decision of the (superior) court, ordering the re-execution or refusing to order the re-execution of a record, to the supreme court of the state, provided the appeal is taken within (six) months from the rendition of the judgment of the (superior) court; and on appeal the transcript of the complete record shall be certified by the (superior) court to the supreme court. Upon the hearing in the supreme court, that court may affirm or reverse the judgment of the (superior) court, or may render such judgment as the (superior) court should have rendered on the record and evidence so certified.

c. If the record of a judgment, writ of execution or return thereon, deed, contract, marriage certificate, inventory, bill of sale, or other instrument, whose recording is required or authorized by law, be lost or destroyed, the original of such instrument may be recorded again. Such re-recording may be at the instance of any official who executed the original or before whom it was executed, or of any private citizen who executed the original, or of any person interested financially or otherwise in the permanence of its record, or by the agent or attorney of any such person.

d. If both the record and the original are lost or destroyed a copy of either may be recorded, if the recorder be satisfied of its correctness, of the fact of earlier recording, and of the loss or destruction of said record. Such re-recording may be at the instance of any official who executed the original or before whom it was executed, or of any private citizen who executed the original, or of any person interested financially or otherwise in the permanence of its record, or by the agent or attorney of any such person. Any such per-

son may file in the office of the proper legal custodian of the missing document a sworn statement setting out as exactly as possible the contents of the same, and when so filed it shall be the duty of said legal custodian, if personally convinced of the genuineness of the document so offered for replacement of the lost record, to receive it as a substitute therefor.

e. The provisions of the preceding sub-sections of this section have no relation to records involved presently or formerly in litigated causes, for the re-execution of which records, in case of their loss or destruction, all courts shall be deemed to possess adequate inherent powers.

Section 9 - Delivery to Successor in Office. Every legal custodian of public records, at the expiration of his term of office or authority, or on his death his legal representative, shall deliver to his cussessor in office all public records in his custody; and the successor shall receipt therefor to his predecessor or his legal representative and shall file in his office a signed acknowledgment of the delivery. Every public officer shall demand from his predecessor in office, or his legal representative, the delivery of any public records belonging to his office. If such person in unlawful possession of the public records shall neglect for the space of ten days after a demand made in writing by the person legally entitled to their custody or by any citizen of the state to deliver such records to such proper legal custodian, he shall be guilty of a misdemeanor and punishable by a fine not exceeding (five hundred) dollars, to be collected on complaint of the proper custodian or the demanding citizen by proceedings in any court of record in the county.

Section 10 - Recovery. Every public officer is entitled to the custody of all public records belonging to his office and shall make demand in writing for any such records to any person who acquired

possession of them after the enactment of this law. If any person in unlawful possession of public records refuses or neglects for thirty days to comply with the written demand by such public officer or by any citizen of the state for their delivery to the proper legal custody, the public officer or citizen shall make an affidavit setting forth proper facts to any judge of a court of record in the county of residence of the person so refusing or neglecting. If the judge be satisfied that any public records are illegally withheld, he shall grant an order directing the person so withholding them to show cause before him at a time specified therein why he should not deliver the public records. At such time, or at any time to which the matter may be adjourned, on proof of due service of the order, the judge shall proceed to inquire into the circumstances. If the person charged with withholding public records shall prove by written evidence to the judge's satisfaction that he has delivered the public records to their proper custodian, the inquiry shall cease and the person be discharged. But if it appears that any public records are withheld by him, the judge shall commit him to the county jail and shall forthwith issue his warrant directed to any (sheriff) commanding him to search all places where he may suspect the records to be, to seize them, and to bring them before the judge, who shall determine whether they belong to the public office, and if so shall cause them to be delivered to their legal custodian; and the defendant shall then be discharged upon paying a fine of not less than (twenty-five) or more than (one hundred) dollars, but if the public records so proved to have been wrongfully in the defendant's possession shall not be discovered by the (sheriff), said defendant shall be discharged upon paying a fine of not less than (one hundred) or more than (five hundred) dollars.

Section II - Records of Defunct, Reduced or Transferred Agencies.[11]

All public records of any public office shall, upon the termination of the existence and functions of that office, be transferred to the custody of the (state archival agency). When a public office is terminated or reduced by the transfer of its powers and duties to another office or to other offices, its appropriate public records shall pass with the powers and duties so transferred. When any question shall arise as to the proper division and custody of the records of an office thus terminated or reduced, the (state archival agency) shall determine the question after consultation with all offices affected.

Section 12 - Care by Legal Custodian. Every legal custodian of public records shall carefully protect and preserve them from deterioration, mutilation, loss or destruction. He shall at public expense cause all public record books in his custody to be properly and substantially bound and to be copied or repaired, renovated or rebound if worn, mutilated, damaged or difficult to read. Any public officer who causes a record book to be copied shall attest it and shall certify on oath that it is an accurate copy of the original book. The attested copy shall then have the authority for all purposes of the original.

No legal custodian of public records shall wilfully destroy or sell, give away, or otherwise dispose of any public records without the written consent of the chief administrative officer of the (state archival agency). The custodian shall submit a detailed descriptive list of the records whose destruction is proposed to the (state archival agency) whose chief administrative officer shall issue a written permit for the destruction or disposal of such parts of said records as are without substantial value or are substantiated by permanent records. The custodian shall preserve a descriptive list of the records destroyed and a record of the destruction itself, and

shall send copies of both to the (state archival agency). With the written consent of the chief administrative officer of the (state archival agency) custodians may destroy relatively unimportant bulky classes of public records, of which permanent reproductions have been made; and such reproductions shall have the same legal force as the original records. The (state archival agency) shall enter on its minutes or in its official report every permit for the destruction of public records as well as a description of the public records whose destruction it permits.

Any legal custodian of public records, who, without authority of law, removes any public record from the office where this or other law requires it to be kept, or who steals, sells, or gives it away, or wilfully alters, falsifies, defaces, injures, mutilates or destroys it in whole or in part, or permits any other person to dos, shall be guilty of a felony and punishable by imprisonment not exceeding (one year) or by a fine not exceeding (one thousand) dollars or by both.

Section 13 - Abuses by Persons Other than Legal Custodians. Any person other than the legal custodian of a public record, who, without authority of law, removes it from the office where this or other law requires it to be kept, or who steals, buys or disposes of it, or wilfully alters, falsifies, defaces, injures, mutilates, or destroys it in whole or in part, or colludes with another person in so doing, shall be guilty of a felony and punishable by imprisonment not exceeding (one year) or by a fine not exceeding (one thousand) dollars or by both.

Section 14 - Penalties. Any public officer who refuses or neglects to perform any duty required of him by this public records law shall be guilty of a misdemeanor and punishable by a fine of not more than (twenty) dollars for each month of such refusal or neglect,

in cases where no other penalty is elsewhere provided in this law.

Section 15 - State Supervision. The chief administrative officer of the (state archival agency), in person or through a deputy, shall have the right of reasonable access to and examination of all public records in the state. He shall examine into and report to the (state archival agency) on their condition; and he shall have general supervision over their production and administration and preservation, and shall cause such action to be taken by custodians as may be necessary to put them in the custody and condition required by this and other laws of the state and to secure their safety and preservation. The (state archival agency) is empowered to employ such staff as is necessary for the purpose of enforcing the public records law and of carrying out its duties imposed by law.

Section 16 - Centralization. Every public officer is hereby authorized and empowered to turn over to the (state archival agency), subject to its consent, any public records in his custody which are not in current use. The (state archival agency) is hereby authorized to receive such records and is made the legal custodian of those which it accepts. Its chief administrative officer shall present to the public official who deposits them a descriptive list of the non-current records turned over to its custody, and the public official shall file the descriptive list in the office from which such records were removed.

Section 17. All laws and clauses of laws in conflict with this Act are hereby repealed.

Section 18. This Act shall be in full force and effect from and after its ratification.

2 November 1939

Professor A. R. Newsome
History Department
University of North Carolina
Chapel Hill, North Carolina

Dear Dr. Newsome:

Upon my return from the meeting, I found the letter which you told me you had sent me containing a copy of your study of State laws relating to archives. Thank you very much for this.

There was some disagreement in our sub-committee on archives as to just what form our surveys of state archival agencies should take. Some of the members felt we should have a study including the information called for on the questionnaire: others felt that a philosophical essay on the archival situation in each state, similar to the one written by Dr. Coleman on Indiana Archives, which appeared in a recent number of the American Archivist, would be preferable. We decided, however, that we would not depend upon questionnaires in every case, but would try to find the key men best informed on the subject in each state, and ask him to compile the material for us. Dr. Davis is to compile a sample study from the philosophical point of view for his State, Louisiana, and I to compile one from the point of view of the Illinois Archives Division and its relations to State Archives. These two articles to be mimeographed and circulated among a limited number of persons best qualified to give criticisms. On the basis of reactions received, we will decide just how to go forward. We shall probably end by combining the two methods.

I am looking forward to seeing you at the American Historical Meeting in Washington, and hope that Mrs. Newsome can accompany you there.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

22 August 1939

Professor Theodore C. Pease
Editor, American Archivist
426 Lincoln Hall
University of Illinois
Urbana, Illinois

Dear Dr. Pease:

As you doubtless know, I am editing a small section on archives in each number of our Illinois Libraries, which is the monthly bulletin of the Illinois State Library. I have just published a series of articles comparing archives and library work. This was partly to educate our own State Library Board. Miss Rogers says that I may develop this section in any way I please.

I was very much interested in Dr. Lewinson's article on Problems of Archives Classification, which appeared in the last issue of the American Archivist. I have asked Dr. Lewinson to give us a condensation of this article for our publication. This he has done with the request that I receive permission from you before publishing. I assume that you will have no object to this, since the two periodicals circulate to two different groups of people.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

ESSEX LODGE
on Clear Lake
TOMAHAWK WISCONSIN

August 26, 1939

Dear Mrs Norton:

Yours of the 22d followed me here. I can see no possible objection to your using a condensation of Dr. Lewinson's article. Will it be too much trouble for you to write him and give him this assurance from me?

Sincerely yours

Theodore C. Denis.

September 16, 1939

Dear Miss Norton:

There was nothing more to say about the questionnaire. It is certainly much to the point, and some of its items have an importance that a casual reader would miss.

I shall not be able to go to Annapolis, but it will give me great pleasure to see you here in Philadelphia. I count on time to drive you around the suburbs — much of a day; and of course on some trips and stops for re-

freshments in the city.

Your cross-country archive tour will begin, I suppose, at least two weeks before the Annapolis meeting. I wish you for it good weather and good results.

Sincerely,

Francis Philbrick

21 September 1939

Professor Francis S. Philbrick
Law School
University of Pennsylvania
Philadelphia, Pennsylvania

Dear Dr. Philbrick:

Thank you very much for your cordial invitation to take Miss Rogers and me around Philadelphia. We have not had an opportunity to work out our itinerary together, and may not do so until I return from my vacation, week after next. I am afraid that we are not going to be able to spend very much time in anyone town. Personally, I would be delighted to have an opportunity to be shown around Philadelphia for there are many historic spots which I have always found it impossible to reach on my other visits to Philadelphia. I will let you know when and if we will be able to stop over there.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

2 November 1939

Professor Francis S. Philbrick
University of Pennsylvania
Law School
Philadelphia, Pennsylvania

Dear Professor Philbrick:

Thank you very much for the copy of your letter to Mr. Megan, and particularly allow me to thank you for having written such a letter. I hope Mr. Megan will call upon us and perhaps bring other attorneys. What would you suggest as a means for reaching members of the Bar in each state? Has anything on archives appeared in any of their publications? If not, it might not be a bad idea to suggest to some of the program committee that someone, like Dr. Connor, be invited to address the Bar on the meaning of archives to the legal profession, or some such title. I find attorneys are very much interested when they know about the work archivists try to do, but most of them seem to think, like other people, that archives are just historical records. Thank you so much for your interest.

The Council of the Society of American Archivists did not take formal action on the report of the committee on Uniform State Laws, because none of the members had received it in time to give full study before attending the meeting. We discussed several points, but took no specifications. As I remember it, the members of the Council are to forward any suggestions for changes to Dr. Newsome as soon as possible, and he is to submit it to the National Committee for study, so that we may have a bill for presentation to our 1941 Legislatures. So far as I have studied the bill, it seems to me to be excellent. Before making a final statement, however, I would want to compare it with out existing laws to see that it is not in confliction with any of them.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

20 September 1939

Dr. Morris L. Radoff
Carvel Hall
Annapolis, Maryland

Dear Dr. Radoff:

Enclosed is my check for four dollars and ninety-five cents ($4.95) in payment for the registration fee, two luncheons and two dinners for the meeting of the Society of American Archivists. Please send me a receipt, as I have to have one to put with my expense account. I enclose a stamped self-addressed envelope.

Miss Helene M. Rogers, the State Librarian, will also be at the meeting, and I am sure will wish reservations. I have not had an opportunity to show her the program, yet, but please put her down for the reservations.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

24 October 1939

Dr. Morris L. Radoff
Maryland Hall of Records
Annapolis, Maryland

Dear Dr. Radoff:

Just a few lines to express my appreciation for the wonderful hospitality which we received at Annapolis. I found the meeting very stimulating and the physical arrangements were unusually good. I had only a short time at the Hall of Records itself, but since I have visited it on several other occasions, that was not as serious as it would have otherwise been.

Please thank the members of your staff for their courtesy.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

NATIONAL ARCHIVES, 1939

The National Archives
Washington, D. C.

OFFICE OF THE
DIRECTOR OF PUBLICATIONS

October 18, 1939

Miss Margaret C. Norton
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Mr. Kellar told me something of the plans that you and he worked out for the program of the AHA Subcommittee on Archives, and I think that they are excellent.

I want to thank you once more for having the monthly, Illinois Libraries, sent to me. I read with great interest your section on the Archives of Illinois and I am attempting to enter the articles in it in my bibliography. In doing this, I have run up against a difficulty in connection with the June issue, for I cannot be sure whether Mr. Wetherbee, whose name appears at the end, is the author of the whole section or merely of the last part entitled "The Fun of Working with Archives." Please set me straight on this point. I am entering these items under your name, unless there is indication to the contrary.

Bibliographical listing of this material is further complicated by the fact that the pages are unnumbered. I do not, of course, like to look a gift horse in the mouth, but it seems very strange to me that a library should issue a publication with unnumbered pages.

Sincerely yours,

Solon J. Buck

Solon J. Buck

SJB:edf

23 October 1939

Dr. Solon J. Buck
Director of Publications
The National Archives
Washington, D. C.

Dear Dr. Buck:

Some of the things, which you mentioned in your letter of October 17th, you and I discussed at the Annapolis Meeting.

You ask about the Archives Section in ILLINOIS LIBRARIES part of which was headed "The Fun of Working with Archives." Through an editorial error, Mr. Wetherbee was not credited at the head of this article. The material preceding the heading "The Fun of Working with Archives" is by me.

You will be glad to know that the pages on the ILLINOIS LIBRARIES are numbered beginning with the September issue, so that is one bibliographic difficulty which you will not have in the future. As you have doubtless noticed, ILLINOIS LIBRARIES, although not a new publication, is being revamped. The articles have been edited, as so often happens, by members busy with other things. I believe Miss Rogers now has editorial assistance, and we are hoping to develop the publication into something worthwhile. For some time I have felt it desirable of establishing a bulletin for the archives division, which would describe in considerable detail any accessions, etc., and would reproduce certain of our more important document material. Since we already had the publication, Miss Rogers suggested that I develop a section on archives to be included in ILLINOIS LIBRARIES. As this started out, I was trying to explain in a series of articles what archives work meant in terms of our relationship to the State Library. The articles aroused quite a bit of interest and as a result of conversation, Miss Rogers and I had at Annapolis we think we will develop this section on archives into a public medium for more or less popular articles not necessarily limited to the Illinois field. Of course, it would be presumptious, in Illinois, to establish a secondary archival publication when we have the AMERICAN ARCHIVIST. However, I think all archivists

feel the need for popularizing our work in a dignified manner. We have a fairly good appropriation for ILLINOIS LIBRARIES permiting us to send copies to all members of the Society.

I would be very glad to have your reaction as to how to develop such a section. At present we can publish at least four or five pages, and as our pages have fine print, we can publish quite a few articles. I am sorry that I didn't get an opportunity or take an opportunity to discuss this with you in person. You have seen what I have already done with the section. It is very tentative and I am looking forward to suggestions.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

The National Archives
Washington, D. C.

OFFICE OF THE
DIRECTOR OF PUBLICATIONS

October 28, 1939

Miss Margaret C. Norton
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Your letter of October 23 interested me very much, as did also the section on archives in the September number of Illinois Libraries, which has just reached me. At the meeting of the SAA Committee on the Publication of Archival Material, which, as you know, has now been changed to the Committee on Publication Policies of Archival Agencies, we discussed the need for the publication of reports, notes, and the like by individual agencies. To my mind publications of this sort are important for two main purposes: First, to keep archivists in other agencies informed of activities, discoveries, and the like, thereby stimulating the development and improvement of archival work throughout the country; and secondly, to build up a supporting clientele among intelligent citizens, including, of course, administrative officials and scholars who may find the institution of service to them. In order to accomplish these purposes it is important that the publications should have a wide circulation. There is, I think, a certain advantage in having your material included in the library publications, as thereby it is brought to the attention of librarians, who constitute, of course, an important part of your public. But I believe it would be well, if possible, for you to have reprints struck off in the form of leaflets and distribute them widely to people who are not likely to see, or to read if they do see, a magazine intended primarily for librarians.

It seems to me that you have been very successful in selecting topics for discussion in your section. The wide variety of the topics that you have chosen should serve to extend the circle of interested readers. I always make cards for one or more of your articles for my bibliography, and this time I shall have to make several. I was particularly interested in your account of the Norwegian and Chilean archives. Although I met both of the gentlemen from whom you got your information, I did not succeed in extracting from them anything like the amount of information that you did.

I was, of course, much interested in Hill's article on archival terminology. Since the phrase "The National Archives" appears under

his name, it seems to me a little unfortunate that he did not make it clear that his ideas do not represent the practice of The National Archives in its publications. The matter of terminology is a subject of much discussion here and we hope before very long to adopt some rules to govern our own practice. When that is done we shall give publicity to them, of course, but without any thought of imposing them upon others.

Could you send me a copy of Illinois Libraries for December 1938? I do not have that issue and I understand it contains the address by Dr. Connor at the dedication of your building. I should also like to receive a copy of your "Leaflet No. 5, The Archives."

Sincerely yours,

Solon J. Buck

Solon J. Buck

SJB:edf

February 4,
1939.

Mr. Robert D. W. Connor,
Archivist of the United States,
The National Archives,
Washington, D.C.

Dear Dr. Connor:

Miss Rogers and I expect to attend the meeting of the All American Bibiology and Archives Conference to be held in Washington this month. We plan to go a few days earlier because I want to do some bibliological work in your library and we both want to talk with Dr. Kimberley and Dr. Tate about equipment. We are hoping to get an appropriation this year to buy the equipment we were unable to purchase from the old appropriation and of course shall find many ideas at The National Archives.

We are both looking forward to seeing all of our Archivist friends again.

Sincerely

ILLINOIS STATE LIBRARY
Archives Division

MCN:ED

Superintendent

The National Archives
Washington, D. C.

OFFICE OF THE ARCHIVIST

Feb. 6, 1939.

Miss Margaret C. Norton,
Superintendent, Archives Division,
Illinois State Library,
Springfield, Ill.

Dear Miss Norton:

I am delighted to hear of the prospective visit which you and Miss Rogers are to pay to The National Archives. Mr. Tate and Mr. Kimberly, I am sure, will be glad to see you.

With best wishes,

Sincerely yours,

R. D. W. Connor

t

The National Archives
Washington, D. C.

OFFICE OF THE ARCHIVIST

May 19, 1939

Miss Margaret C. Norton
Archivist, State of Illinois
Springfield, Illinois

Dear Miss Norton:

This will introduce to you Dr. Asgaut Steinnes, Director of the National Archives of Norway, Oslo. Dr. Steinnes came to this country to study the National Archives Building and some of the best of our state archives buildings preparatory to the erection of the National Archives building in Oslo. He is anxious to see your building, collections, and methods of operation. I commend him to your favorable attention.

With best wishes, I am

Sincerely yours,

R. D. W. Connor

Archivist of the United States

26 August 1939

Dr. Philip M. Hamer
Chief
Division of Reference
National Archives
Washington, D. C.

Dear Dr. Hamer:

Just at present I am starting a drive to complete our files on archival technique. Many of these we shall probably have to get by photographic copies, if at all. In the July issue of the Library Journal, I found a mention of some tables on decimal classification for work on archives written by K. P. Zoffman: the title being ARKIVPLAN FOR BIBLIOTHEKER. This was in Bogens Verden for June 1939, volume 21; pages 132-135. I cannot find what this periodical is or anything about it. I am wondering if you have a copy of this publication, and if so, if we could purchase from you a film copy. Do you have some sort of deposit system for film copies in the National Archives similar to the deposit for purchase of Library of Congress cards? It occurs to me that we may wish copies of a number of things which you may have in your reference library, and I am wondering if it might not be sensible to set up such a deposit for us. Please let me know how this will best be handled for us.

Miss Rogers and I are planning to drive East for the meeting of the Society of American Archivists. We will probably stop in Washington either going or coming. If not, we hope to see all of our archive's friends at the meeting.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

The National Archives
Washington, D. C.

DIVISION OF CLASSIFICATION

March 15, 1939

Miss Margaret C. Norton, Archivist,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

It was good to have your note and to know that you had arrived safely in Springfield.

I enjoyed the discussions with you about terminology. I have been working in recent days trying to get the Committee here to go on record with reference to some additional basic terms which will help to place archivology on the map as a science. If you keep on apologizing by using the term "archival science" for the fact that we believe that we are a science, I think that we are sunk. We need a term for the science just as we need the generic term for the institution to which we belong. The Greeks had a word for it, the German, the Dutch, the Spanish, the Poles, the Russians all had a word for it. As a matter of fact we have one in the dictionary, but a lot of people don't see it. I do hope that Miss Rogers in drafting her new law will term the division which keeps the records of the State, the State Archive, paralleling it with the other two major divisions of the library. I think if we keep discussing long enough we may get somewhere, but some times I get discouraged and I may give up before we get through.

You will be grieved to learn that Dr. James A. Robertson suffered a stroke last Friday. He has been in a coma since that time, although the report last night was that he had been semiconscious somewhat during the day. He seems to be holding his own, and we are hoping for the best.

Please give my regards to Miss Rogers and with best of regards to yourself, I am very respectfully

Roscoe R. Hill
Chief

RRH:mrh

20 March 1939

Dr. Roscoe R. Hill, Chief
Division of Classification
The National Archives
Washington, D. C.

Dear Dr. Hill:

We are using the word "archemon" here, but I am not sure whether that is the correct way to spell it.

I am very much distressed to hear about Dr. Robertson's illness. Please keep me informed. I have not seen Miss Rogers since I received your letter, but I know that she will feel badly as well as Mr. Hughes, also.

When I was in Washington you still had under discussion the question as to whether to continue publishing the classification schemes for various departments. I am hoping that you have decided to publish each classification as it is completed. As in the case of the Historical Records Survey Inventory volumes, the first few volumes may not be of great importance to us archivists, but when a whole body of sample classification schemes is before us we can use them comparatively. I think it would be most unfortunate if you discontinued the publishing of these volumes.

I did not have an opportunity to discuss this with anyone else while at the National Archives, but you may quote me in any way you wish in the matter.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCH AR

The National Archives
Washington, D. C.

DIVISION OF CLASSIFICATION

Miss Margaret C. Norton, Archivist,
Illinois State Library,
Springfield, Illinois.

March 22, 1939

Dear Miss Norton:

I fear that you will be more than distressed when I tell you that Dr. Robertson passed away on Monday after an illness of ten days. When I returned from the funeral this afternoon I found your letter inquiring about him, and then it dawned upon me that in writing some letters on Monday I failed to get one written to you telling you of his demise. The service today was beautiful and the flowers were wonderful. A goodly number of Dr. Robertson's associates and friends were present. We are all greatly grieved, as I know you will be. You will, of course, pass the word along to Miss Rogers and Mr. Hughes.

Thank you so much for helping popularize the new word, archimon. It should have an "i" not an "e" to make it suggestive of the Greek root.

I am having quite a problem with the Committee on Terminology to get them to take to the word, and I just tried it on Mr. Hyde and he almost hit the ceiling. The men in my division, however, have started using it, and we find it very handy. If we can get a few more pushing for it maybe we will get somewhere.

Thank you for your ideas about the classification schemes. I understand more of them are to be reproduced, but I am going to show your letter to Dr. Connor anyhow.

It is rather late, and I want this letter to get off this afternoon, so I will not go into a further discussion at this time. As soon as I get the first report of the Committee on Terminology more or less approved by the Committee, I am going to send you a copy.

With best of regards, I am,

Very respectfully,

Roscoe R. Hill
Chief

RRH:mrh

The National Archives
Washington, D. C.

DIVISION OF CLASSIFICATION

March 29, 1939

Miss Margaret C. Norton, Archivist,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

Thanks for your letter which came along and for the added remarks about the reproduction of classification schemes.

The Committee on Terminology has been struggling along with some of the specific terms relating to archivology. It seems to be difficult to get the Committee to get down to brass tacks. In endeavoring to do something with the problem, I finally drafted a report which I have been trying to get the Committee to agree to. I am sending you a copy of it in the hope that you may make some suggestions, or maybe you will like it well enough to give an approval of the ideas expounded therein. I did have in one draft of this report the new invention, archimon, but that seemed to some of the members of the Committee to be going terribly far. However, the more I go into the matter of the use of the word, series, the more I am convenced of its inadequacy, and that in fact it does not at all express what we ought to say. I believe that a considerable majority of the intermediate units with which we have to deal in an archive are not series at all in any reasonable acceptation of that term. That being the case, your insistence that we need a special word to indicate this basic group of documents with which we have to deal in an archive is to my mind highly justified. There is some difficulty in phrasing a proper definition, and on a separate I am sending you the last effort which we have made here at explaining what we want to mean by this new term. What do you think of it?

With best of regards, I am,

Very respectfully,

Roscoe R. Hill
Chief

RRH:mrh

P.S. You can keep the carbons of your work.

3 April 1939

Dr. Roscoe R. Hill
Chief, Division of Classification
The National Archives
Washington, D. C.

Dear Dr. Hill:

I have not had time to digest your report on the use of the word Archive. I will comment upon it later. I am very glad to have received this copy of this fine historical background of the word. Miss Rogers and I have discussed the use of the words, Archive and Archives here, and have decided for the present that we will refer to the Archive of the Secretary of State, the Archive of the Auditor, the Archive of the State Treasurer, etc., and to the Archives, referring to these records when they get into the Archives Building. Also, to the Archives Division.

Our building contains not only the Archives of the State, in the sense of records under the jurisdiction of the Archives Division, but also to the individual Archives of several, or rather of a number of State Departments, each of which files a portion of its Archive in the building still under their own jurisdiction. In other words, we consider that in the true sense this building and its contents represent the plural sense of the word Archive. The law definitely calls this the Archives Building.

I have used the word, Archimon, in a short paper, which is to appear in an early number of "Illinois Libraries". "Illinois Libraries" is a monthly bulletin of the Illinois State Library, and each issue contains about a page to a page and a half of news notes relating to the State Archives. I am now writing a series of articles intending to interpret the Archives and its work in relation to the library. This is really directed towards several of our State Library Advisory Board Members, who think the Archives should be administered like a library. I am trying to show where parallels come both in terminology and in technique, and where the basic differences lie. In describing the differences between the library unit and the archival unit, I mention that this is commonly called a series, but that you have coined this new word. Perhaps this will be one of the

first times the word is used in print. To those who object to the word, archimon, then give us a better term than the word series. I like your definition of the word, although, I object to your use of the word, series in lines six and nine. Off hand, I do not think of a synonym to use there, but I would like to get away from the use of the word, series, because it overlaps with a library usage.

I understand that the National Archives issues a monthly staff bulletin, discussing certain points of archival technique. I am wondering if it is going to be possible for us to obtain copies of these? So much that is valuable is coming out in mimeograph form that I fear that a good many of us are missing significant contributions to archival technique.

You will be interested to know that since our return from Washington, final arrangements have been made for the establishment of the archival internships, which we were discussing in Washington. These will be open to graduate students in History, who have had at least a half year beyond the Master's level, and who present certain prerequisites in historical methodology and historical bibliography, as well as certain courses, which we have labeled manuscript curatorship. We ran into so much disapproval on the part of archivists, who heard us talk about cataloging and classification, and who thought we meant library terms and who objected to the students knowing anything about bibliography or cataloging, which relates to some bibliographical principles; that we decided to get around this trouble by calling it "manuscript curatorship"

Dr. Pierce Butler is already giving a course quite similiar to Dr. Bucks' course in Columbia. He calls it Archives and Libraries, but it is really a history of research institutions. He probably places more emphasis upon research libraries, such as the British Museum, and the Bibliotheque Nationale, than on archives. He is also going to give a course on paleography and teach such things as the physical care and repair of manuscripts, etc. The students, who are accepted as internes will come here in the Spring quarter of each year for three months. We will give them lectures on archival technique and practical experience. Although in order to avoid possible difficulities, we have to say these internships are open to

graduate students in any Illinois University, our actual cooperation is with the University of Chicago.

Have you heard any discussion as to whether the Society of American Archivists will try to go to Annapolis or whether some other arrangements will be made for the meeting? Although I have not known Dr. Robertson as long as many of the other archivists, I have come to love him very much as all the rest of his friends have done. I hope we can persuade Mrs. Robertson to continue her interest in the Society, and to come to the meetings. I feel we have a big raw gap where Dr. Robertson stood.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

The National Archives
Washington, D. C.

DIVISION OF CLASSIFICATION

April 8, 1939

Miss Margaret Norton
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Many thanks for your recent letter. It is good to know that someone is bravely facing these problems of terminology. I can realize the difficulty that you are having, and I think that you have a very wonderful opportunity to help this matter along. I really appreciate your going to the mat for archimon. I have incorporated this in my Quarterly Report to the Archivist, and later on I hope to get it into print.

I have noted your problem with the matter of the courses and the difficulty of distinguishing between bibliothecal and archival matters. I quite agree with you that distinction is necessary, but now why isn't there a good place to use the word archivology? I note that you are planning a course on manuscript curatorship. Why not a course on archivology? Its theory and its practice, the history of archives, the kinds of documents in their possession, the methods of caring for them, the problems of classification, cataloging, and all the rest of the things that go to make up the science which we are pleased to call archivology. You know that here or at Columbia it may be a long time before this word might get approval in certain quarters.

I note the way in which you are planning to use archive and archives. I think it is unfortunate that you feel that the word archives should be continued as meaning the records themselves. Here again I think you could greatly help matters, if archive and archives could be used for the institution or

institutions and [redacted] records, or the Dutch word archivalia should be used for the papers themselves. I know it is difficult to overcome the inertia created by quite general usage, but I was in hopes that the history of the situation would so much influence you in the matter that you would be willing to help out. I do not feel that because the law uses "archives building" that that should be a stumbling block. In Cuba, because of the American intervention, the name of the Archivo Nacional got into the plural. After a few years a presidential decree clarified the matter, and it has remained singular ever since. With the friendly relations that you have with the administration and no doubt with the legislature, if legislation were necessary, I am quite sure you could get the necessary change made.

I note what you say about the plural representing the joining together of the singular used with the State Departments, but as a matter of fact what you have is the archive of the Secretary of State and the archive of the Auditor, etc. If you wish to consider it in that way and then have the archive of the state, it naturally incorporates the records of all the agencies of the state. And seeing you only have one such institution and that other states likewise have a similar kind of institution, what are you going to call the forty-eight or less when you want to refer to them together?

I believe that the use of archives for records only serves to subordinate the archive to the library. That is, archives meaning records puts the material in an archive on the same basis as books in a library. What is needed is to place archive at least on an equality with library, so that it will not be thought that "archive" is something that ought to be found in a library.

Referring again to archimon, I quite agree with you that if anybody does not like it let them produce something that is better. In trying to work out a definition or rather an explanation of the word I rather think that series might be used because certain of the archimons are really series. Most of them naturally are not because they lack the fundamental characteristics which would make the group a series. However, I am going to give more consideration to the explanation of the term in order to try to make it as inclusive and definite as possible.

I asked Mr. Brooks about the meeting of the Society of American Archivists at Annapolis. I understand he is going

to take the matter up with Judge Bond, and possibly the meeting will come off as scheduled. I understand that Dr. Robinson made a good many preliminary moves for the meeting. We all miss him very greatly.

Again thanking you for adopting the word archimon and giving us courage to proceed with its use here, I am

Very respectfully,

Roscoe R. Hill

RRH:kcn

The National Archives
Washington, D. C.

DIVISION OF CLASSIFICATION

July 11, 1939

Miss Margaret C. Norton, Archivist,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

After the Conference on Bibliography and Concentration of Research Materials in the Field of Latin American Studies at Ann Arbor, I am planning to go down to Urbana for a few days. While I am there I propose to drive over to Springfield in order to visit your new archive. As near as I can now calculate, it will probably be Monday or Tuesday, July 24 or 25. I hope I will find you there when I make the visit, so that you may show me the new plant and that we may discuss archivology.

Please remember me to Miss Rogers.

Looking forward to seeing you I am,

Very respectfully,

Roscoe R. Hill
Chief

RRH:mrh

8:58 a.m.

The National Archives
Washington, D. C.

DIVISION OF CLASSIFICATION

July 31, 1939

Miss Margaret C. Norton, Archivist,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

I certainly look back with a great deal of pleasure to the day we spent at Springfield, and I want to take this opportunity to thank you for all your kindness and for the opportunity of talking over things archival. You are to be congratulated on having such an adequate and satisfactory building, and I know that even though there are many discouragements you will be able to make a most definite contribution to archivology.

I talked with Dr. Hanke this morning about the visit of Sr. Ricardo Donoso, the director of the Chilean National Archive. Dr. Hanke received the idea with a great deal of pleasure and thinks that it will be a decided addition to the program for Mr. Donoso. He will be coming from Mexico City to St. Louis and on to Chicago, so that it will be very easy to arrange for a stop in Springfield. The exact program and dates for the itinerary have not been determined, but Dr. Hanke inquires whether it would be convenient for Mr. Donoso to visit Springfield during the last week of August. He also desires to know whether one day will be adequate or whether a little more time should be allowed. Please let me know what your ideas are with reference to the amount of time and, in general, the program you would carry out. As soon as Dr. Hanke receives additional information from Mr. Donoso the matter of the exact date will be decided.

As you know, Mr. Donoso has been director of the National Archive in Chile since 1927. He was named to the position on the date of the reorganization of the establishment. He is one of the outstanding historians of the country and is editor of the Revista Chileana de Historia y Geografía. He was an official delegate to the II International Congress of History of America held in Buenos Aires in 1937. At present, he is a delegate to the International Congress of Americanists in Mexico. He has done a great deal in developing the archive and

in carrying out the work of classification and cataloguing the materials which have been deposited in it. At the present time the archive is located in the library, and it is a division of the library and, therefore, the immediate superior of Mr. Donoso is Sr. Gabriel Amunátegui, who is in charge of the libraries, archives, and museums of the Republic. There is a project for the construction of a building to house the archive, and I am quite sure that Mr. Donoso will be very much interested in the appointments of your beautiful plant.

Please present my compliments to Miss Rogers and with best of regards to yourself, I am,

Very respectfully,

Roscoe R. Hill
Chief

RRH:mrh

3 August 1939

Dr. Roscoe R. Hill
Chief
Division of Classification
National Archives
Washington, D. C.

Dear Dr. Hill:

Miss Rogers and I are delighted to hear that Sr. Ricardo Donoso, the director of the Chilean National Archive will be able to visit Springfield sometime during the last week of August. He can take the Abraham Lincoln train on the Alton from St. Louis at 8:58 A.M. arriving in Springfield at 10:43 A.M., and take the Ann Rutledge from Springfield to Chicago leaving at about 6:15; arriving in Chicago about 9:30 P.M. (this will be 10:30 Chicago time). In that way he will not have to have a hotel bill in Springfield, and I think will have plenty of time to see all he will wish. Thank you very much for making the arrangements for him to come. We will have an interpreter if he does not speak English. Did you find out whether or not he is able to speak English?

We enjoyed our little visit with Mrs. Hill and you and hope you can come again before too long.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCM AR

The National Archives
Washington, D. C.

DIVISION OF CLASSIFICATION

August 14, 1939

Miss Margaret C. Norton, Archivist,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

I am enclosing a brief article entitled "Suggestions on Archival Terminology" which I think raises the main questions and gives an indication of usage that will clarify the situation. I am in hopes that this will be satisfactory to you.

Dr. Hanke informs me that he has written fixing the day of Mr. Donoso's visit, and I certainly hope that you will enjoy having him there with you for the day.

With best of regards, I am,

Very respectfully,

Roscoe R. Hill
Chief

RRH:mrh
Enc.

22 August 1939

Dr. Roscoe R. Hill
Chief, Division of Classification
National Archives
Washington, D. C.

Dear Dr. Hill:

Thank you for your note on suggestions for archival terminology. I am sorry that you did not include a definition for archèmon, too, but I think perhaps it is just as well, until the term is accepted, to confine ourselves to the three terms; archive, archives and archivology.

Senor Donoso was here yesterday, and we had a delightful visit with him. Dr. Philbrick of the University of Pennsylvania happened to be here at the same time, which made it more pleasant all around, because Professor Philbrick has a number of South American friends, also. I told Senor Donoso that I thought I would learn Spanish and come down and take his job away from him. In Chile, he tells me that officials are allowed to keep their records for five years, after which they must be sent to the archives and when they get into the archives they may not be removed under any circumstances. If the departments wish, they may have a copy but not remove the originals. Also, if he goes into any local depository and finds records of a historical nature, which he would like for the archives, he may take them and nobody can or does stop him. This seems like Utopia, but I suppose he has some troubles of his own like all the rest of us, if he would only admit them. He speaks English, although I had an interpreter, a very charming Ursuline Nun whose father was at one time president of one of the Central American Countries, I do not know which. Although he does very well without an interpreter, he is more comfortable with one.

Also, I have asked Mr. Lewinson to condense his article on Problems of Archives Classification published in the American Archivist, for our Illinois Libraries, and Mr. Lewinson has kindly sent us such a condensation. It seemed to me that that was a very good article.

Sincerely,
ILLINOIS STATE LIBRARY
Archives Division

MCH AR

Superintendent

9 August 1939

Dr. Paul Lewinson
The National Archives
Washington, D. C.

Dear Dr. Lewinson:

Your brave article on "Problems of Archives Classification" in the July number of the American Archivist is a most stimulating study of the subject. I use the term "brave" advisedly because those of us who write on archival technique today must preface what we say with the railroad time table's warning, "Subject to change without notice. Not responsible for inconveniences caused by delays or failure to make connections." Some Archivists feel we should not write anything until the problems are solved once and for all. The Archivists who take such an attitude, however, seldom have progressive establishments to exhibit.

Of course, I agree with all the preliminary statements you have made up to page 188, and congratulate you upon your clear exposition of the subject, particularly practical because of your comparison with and explanations for divergence from library classification practice.

Your suggestion that it may be practicable to work out a classification nomenclature based upon recurring types of records in various departments is something towards which I have been fumbling myself. As you have doubtless observed, in my cataloging rules, I have based my classification of series within the departmental classification, first by function and second by type. If type words are taken for primary nomenclature there is some danger of confusion as between types relating to varied functions within a department. For instance, we would not want all the registers kept by our Secretary of State's Executive Department to be filed together: Register of land patents issued; Register of trade marks issued; Register of civil commissions issued; Register of pardons granted; etc. We want to keep together the Land Records, the Trade Marks, the Records of State and County Officers; the Criminal Records - all of which have other records besides Registers, used together. In other words, it seems more likely that our type words will fulfil a purpose rather more analogous to the library "cutter number" than to the subject classification, part of the call number. But I would like to know that "I" will stand for an index everywhere, just as "900" means history wherever one goes in libraries

using the D.C. classification. Our type word will be more than a "cutter number", however, because they do imply functions also, and in Library "cutter numbers" the men who write on religion do not always have names beginning with "B" and those who write on history do not always have names beginning with "H". However, I believe it can be worked out.

You say, "A last difficulty in devising such a scheme seems to be the recalcitrance of judicial and especially of legislative archives." Not at all - judicial and legislative functions are differentiated in the constitution from executive functions. I cannot see therefore that we are under any obligation to try to fit the record products of such functions into the same scheme as that proposed for administrative and executive records. They will have their own scheme, because, records of courts and legislative bodies are practically the same everywhere. This classification will probably be our nearest approach to a universal classification.

And finally, I think a lot of the difficulty may be that your groupings listed on pages 188 and 189 may not prove to be the best functional grouping. Only experience and time will tell there.

Each month our Illinois State Library bulletin, "Illinois Libraries" runs at least one article on archives. This publication is circulated largely among librarians of public libraries, therefore the articles have to be more or less interpretative. Recently I have published a series entitled "Archives and Libraries", a sketchy account of the basic differences between the two techniques. It occurs to me that your American Archivist article, condensed to our limitations (about 10,000-12,000 words) would be a splendid thing to publish in this series. Would you be willing to furnish such an article for us?

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

MCN AR

Superintendent

The National Archives
Washington, D. C.

August 17, 1939

Miss Margaret C. Norton
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I have delayed answering your very kind letter of the ninth so as to give it the thought that it deserves.

I am glad that the piece in "The American Archivist" gives the impression, as is intended, of being very tentative. I do not for a moment think that the "type-name" scheme there outlined is going to stick; in fact, during the months while it was awaiting its turn for publication, I revised it in accordance with suggestions made by some of my colleagues here. Dr. Pease was good enough to pull two pages and make a revision for me.

The device does seem to show promise, however; and does perhaps indicate that experimentation along these lines is worth while.

In questioning the place of type-names in a hierarchy of description, you have put your finger on a practical problem. Shall we designate a group of records "type - function - etc." or "function - type - etc."? It may be that in various circumstances we shall have to act differently. As it happens, in my Division here, we have no collections representing agencies like your Secretary of State example--none, that is, which is a historical omnium-gatherum of diverse functions. So the question has never come up before us in that form. You can see that the 10-point "type-name" scheme would lend itself quite well, for example, to the records of an agency with well-defined functions like the Federal Trade Commission. But the problem raised by agencies such as your Secretary of State example is real, and must be met.

Another problem which I know we shall have to face concerns the point at which, in the organizational break-down, we could best and most consistently apply the "type-name" scheme. Had it better be--for example--to the records of the Bureau of Labor Statistics as

a whole, or to the smallest sub-division thereof?

Again, our particular situation has not faced us with this problem as yet in a practical way. We study our record groups synthetically, on the whole, building up the picture of an agency's collection by piecing together the pictures we get from working over sub-agency records. (Of course, you will not literally believe that we disregard the agency entirely while working on sub-agencies.) The "type-name" indexes developed as a practical means of providing a useable table-of-contents to the numerous series-identifications which resulted every time we had finished working over the records of a given sub-agency.

This fact is important in evaluating the "type-name" scheme. The "type-name" is not applied to the archives themselves, as yet, nor used in the catalog; it appears only in the table-of-contents for a group of formal descriptive papers covering the "series" found in a given sub-agency collection.

Now, if a scheme of type-names--not at all necessarily mine--could be devised which could be fairly uniformly used not only in such tables of contents, but also as part of a call-number ("classification") scheme, and perhaps even in catalogue guides, that would be something!

On this point, two further observations may be allowed me. If my ten "type-names", or others like them, were to be used in a catalogue, they would be no less useful if moved down in the hierarchy of description below function or other desirable main heading--made into what I understand you to mean by "cutter numbers". A catalogue might well put function first, type of record second, for useability; but a rationalized table-of-contents for a functional government unit's descriptive notes, since it <u>begins</u> with the assumption of certain functions, would pass straight on to "type-names" as a main sub-heading.

I am not sure, though, that such generalized "type-names" as I suggest would be useful in a catalogue, except as part of a call-number or similar symbol. For catalogue purposes, perhaps functions had better be given prominence, as you suggest, and even made very specific.

As to your flattering suggestion of reprinting my article in condensed form--I should be very happy to have you use it. Will you have to get "The American Archivist's" permission? I am going to try to get reprints; if they are available, perhaps--to save re-typing--I could make a digest on a printed copy.

Very sincerely yours,

Paul Lawrence

The National Archives
Washington, D. C.

18 Aug 1939.

My dear Miss Norton:

Shortly after getting my last letter off to you, there arrived here some extra copies of "The American Archivist", from which I have cut & pasted up a digest for you. Your letter sets your space limit at "10-20000 words"; but as the original piece is only a little over 5000, I assume that your typist put in an extra zero, & have therefore cut to about 5000 words.

What is left is the theoretical discussion only; & since I dislike theorizing in apparent disconnection from the basic fact, may I ask you in an editorial note to advert to the fact that in the original the author draws on experience for specific examples which had to be omitted on space considerations.

Very truly yours

Paul Lewinson

22 August 1939

Mr. Paul Lewinson
The National Archives
Washington, D. C.

Dear Mr. Lewinson:

Thank you very much for the condensation of your article on Problems of Archives Classification. I think this will prove interesting for our little publication, Illinois Libraries, and as you suggested I am writing to get Dr. Pease's permission to reproduce your condensation. I am sure he will not object. I do not know just how soon this will be published, but within the next couple of months, I hope.

I am looking forward to seeing my friends at the National Archives at the time of the meeting in Annapolis.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

30 August 1939

Dr. Paul Lewinson
The National Archives
Washington, D. C.

Dear Dr. Lewinson:

Dr. Pease has just sent me a note authorizing us to use the abbreviation of your American Archivist's article, and requesting that I notify you of this fact.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

February 6,
1939.

Mr. Thad Page,
Office of the Administrative Sec.,
The National Archives,
Washington, D.C.

Dear Mr. Page:

I took up the question again of Broadcasting with Miss Rogers. We now have our own weekly broadcast about the State Library, so that unless your broadcast is a suggestive broadcast, I do not think it would be advantages for us to participate in your program. However we will be willing to take part in the one program which is outlined. I suggest however, that Miss Rogers be the one to do the actual broadcasting, because she has a better voice for that sort of thing. Please give us as much notice as possible before the date of the broadcast, because one or both of us might have conflicting engagements. We both expect to be in Washington the week starting February 20, attending the Inter-American Bibliological and Library Association. We are going a few days earlier and will probably have an opportunity to discuss this matter with you if you wish.

Please send two copies of the 3d and 4th annual report of The National Archives. A copy has been sent me for my own personal file, but I want one for the office file and also one for Miss Rogers. Will you please put us down for 3 copies of all your future publications, addresses as follows: The Archives Division, Illinois State Library, Springfield, Illinois; Miss Helene M. Rogers, Superintnedent of State Libraries, Illinois State Library, Springfield, Illinois; Miss Maragret C. Norton, 1105 South 2d Street, Springfield, Illinois.

Sincerely

ILLINOIS STATE LIBRARY
Archives Division

MCN:ED

Superintendent

The National Archives
Washington, D. C.

OFFICE OF THE
ADMINISTRATIVE SECRETARY

February 9, 1939

Miss Margaret C. Norton, Superintendent
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Your letter of February 6, 1939, has been received and I want to thank you for suggesting Miss Rogers to participate in the broadcasting program.

The National Emergency Council State Director will get in touch with Miss Rogers and give her full particulars. The broadcast will be a single one.

Copies of the Third and Fourth Annual Report of the Archivist of the United States have been mailed to you as directed in your letter, and the Illinois State Library, your name and Miss Rogers placed on the mailing list.

It will be a pleasure to see you and Miss Rogers at the meeting of the Inter-American Bibliographical and Library Association which is to be held in the auditorium of the National Archives Building this month.

Very truly yours,

Thad Page

Administrative Secretary.

The National Archives
Washington, D. C.

OFFICE OF THE
ADMINISTRATIVE SECRETARY

February 28, 1939.

Miss Margaret C. Norton, Superintendent
Archives Division, Illinois State Library
Springfield, Illinois

Dear Miss Norton:

The National Archives has sent you recently a copy of the Fourth Annual Report of the Archivist of the United States and, if you wish, will send you other reports in the future as they are issued. In exchange for these we shall be pleased if you will place the Library of The National Archives on your mailing list for the administrative reports of the Archives Division, Illinois State Library and such other publications relating to archives or to American history and government as you may have available for distribution.

Very truly yours,

Mad Page

Administrative Secretary.

June 20, 1939.

Mr. John R. Russell, Chief of Cataloging Division
The National Archives
Washington, D. C.

Dear Mr. Russell:

Back at work again after a pleasant but all too short vacation!

My day in Washington was a very enjoyable and profitable one, and I wish to thank you for your kindness in devoting so much time to an explanation of archival cataloging and a tour of the building. I hope we may soon be making some headway here with cataloging.

Miss Norton was interested in hearing of my visit to the Archives, and especially of my talk with you about cataloging. I hope you may be able to get out to see our building while it is still new.

Sincerely yours,

The National Archives
Washington, D. C.

DIVISION OF CATALOGING

December 22, 1939

Miss Margaret Norton
Superintendent of the
Archives Division
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

If you are planning to be in Washington for the meetings of the American Historical Association, we should like very much to have you come out for dinner Friday evening.

I know that there is to be a dinner meeting of the Mississippi Valley Historical Association that evening which you may be planning to attend but if you are not, I hope you can spend the evening with us.

I realize that this is rather short notice but I had been waiting for the program of the meetings which I have just received.

I shall look forward to seeing you and hope that we may have a good visit while you are here.

Sincerely yours,

John R. Russell

John R. Russell, Chief
Division of Cataloging

23 December 1939

Mr. John R. Russell
Chief
Division of Cataloging
The National Archives
Washington, D. C.

Dear Mr. Russell:

Your letter came just a few minutes before I was leaving for my home for the Christmas Holidays. This reply, therefore, will not be signed by me.

I have signed up for the Mississippi Valley Historical Association dinner on Friday, December 29th, but would be very glad to accept your invitation for dinner at your home. I am on a committee for the Mississippi Valley Historical Association and it is possible that a meeting might be called of this committee in connection with the dinner, but I hardly think so. Therefore, unless you hear to the contrary, after I arrive, you may expect me at your home.

I have not met Mrs. Russell, yet, and I am anticipating knowing her as everyone tells me she is a very charming person.

Wishing both Mrs. Russell and you a very Merry Christmas, I am

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

AMERICAN HISTORICAL ASSOCIATION, 1939

27 April 1939

Dr. Solon J. Buck
Director of Publications
The National Archives
Washington, D. C.

Dear Dr. Buck:

As you doubtless know, we have been appointed on the Special Committee on Archives of Herbert Kellar's Committee on Historical Source Materials.

Mr. Kellar has sent me the enclosed memorandum concerning suggestive functions and activities of the major committees. He has promised to send me suggestions for the specific work of the committee on Archives, but has not yet done so.

It seems to me that our work should look towards a program for a practical follow up on the work of the Historical Records Survey. The American Historical Association made an inventory of State records thirty years ago, but nothing particular seemed to come out of that. I think there are several ways in which we can follow up what the Survey is doing.

In the first place, there is a crying need for constructive work on the subject of the destruction of records. With these inventories and their introductory sketches of county organization and records, we ought to be able to come to a tentative decision as to what records must be kept indefinitely and as to what records might be recommended for destruction, after a period of years.

In the second place, I think we should give further study to the relationship between the state archival departments and the county archives. Although a few of the Eastern states are centralizing local archives, I think it is increasingly evident that for those of us West of the Appalachians, we must make our start towards centralization of county records by way of transcript. In Illinois, at least, there is an increasing rather than decreasing friction between county and state authorities in the matter of "state rights". There is a definite movement in the Middle West, consumated in Indiana, towards bringing financial control of county governments under state governments. Ohio, Illinois and probably other states are working gradually towards this. That means that county officials are less and less sympathetic towards the intervention

of the state archivist. I think we have now had such general experience to be able to formulate the policy as to just what the duty of the state archives is towards county records aside from that of moral suasion towards preservation.

This leads up to the question (3), "If transcripts are made, what would be the committee's recommendations as to the limitation of our work?" Are we making transcripts primarily from the point of view of guarding against the loss of records, or as legal documents, or from the point of view for collecting historical source materials? I feel myself that the insurance angle is local responsibility. In our propaganda, we should, of course, stress this angle very strongly. I feel that to the archives, however, the historical angle is the only one for making transcripts. We do not have the authority to certify to county records, or at least most of us do not have that authority, and therefore the use to which we will put these records will be largely historical. I know a great many of archivists do not agree with me on this point, and I merely raise the point to the committee thinking that it might be profitable to consider and discuss and make recommendations perhaps favoring both points of view.

The fourth angle - that of legislation, is being taken care of by the special committee on uniform legislation of the Society of American Archivists, which is cooperating with the Uniform Laws Commission. At least two bills, relating to records, have been introduced into the Illinois Legislature, now in session, from the Uniform Laws Commission. It might be, however, that our committee would be able to make suggestions there, also.

A further point might be to work out some system for the making of transcripts needed by more than one group of persons. For instance, to work out a plan of cooperation with the archivist of the Daughters of the American Revolution, Dr. Stevenson.

Another point would be to limit ourselves so that there will be no duplication of work between our sub-committee and the other sub-committees of the main committee.

I should appreciate your frank comments and further suggestions on this work and also suggestions as to the best method of organizing among ourselves. I appreciate very much your cooperation in serving on the committee and I hope we may be able to make a real contribution. My own attitude towards

the chairmanship is that I will simply serve as a clearing house for inter-communications of members of the committee. Any one of the members is better qualified than I to do the actual work of the committee.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

The National Archives
Washington, D. C.

OFFICE OF THE
DIRECTOR OF PUBLICATIONS

Unofficial

May 8, 1939

Miss Margaret C. Norton
Archives Division
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I have read with interest your letter of April 27 concerning the Special Committee on Archives of the AHA Committee on Historical Source Materials. I had already seen Kellar's memorandum.

My first suggestion is that we should keep clearly in mind the fact that we are a committee of the AHA and that our point of view should be that of the user of archival material rather than the point of view of the archivist. I fully agree with you that one of the most important things we can do is to promote follow-up work in the field cultivated by the Historical Records Survey. And that brings me back to a project that you and I discussed at some length a good many years ago, that is the need for a guide to State archives in general. I think now that the plan should be expanded into one for a general guide to archives of all sorts in the United States. Such general guides exist for many European countries and they are much used by historical students as an aid to determining in what repositories to seek the materials they need. Such a guide should not only enumerate and describe all of our archival agencies and institutions and indicate in a general way their holdings, but should also give full information concerning all the more detailed guides or other finding mediums that are available and useful to users of archival material. If our committee could promote the compilation of such a guide and get it into the hands of research workers in American history and the social sciences, it would render a very valuable service. Such a guide would need to be revised every few years, of course, and thus would offer a continuing activity for the committee.

Another thing that, it seems to me, the Committee should undertake, if feasible, is the promotion of more adequate teaching in our universities concerning archives as materials for research, how to use them, and how to find them. Every graduate school should, in my opinion, give a course on methodology and materials for research in American history, and the guide referred to above would obviously be useful as a textbook for that part of such a course

that would deal with archival material.

In general, I would say,then, that the function of our committee should be to serve as a liaison between archivists and archival establishments on the one hand and research workers and graduate schools on the other.

Sincerely yours,

Solon J. Buck

Solon J. Buck

SJB:edf

Copy

WORKS PROGRESS ADMINISTRATION

Northern California

525 Oakland Avenue
Oakland, California
April 25th, 1939

Dr. Solon J. Buck
The National Archives
Washington, D. C.

Dear Dr. Buck:

Some while ago I received a copy of your address on "The Status of Historical Bibliography in the United States." It was very welcome, and I have had occasion to refer to it repeatedly and to cite from it.

It has been a kind of catalytic agent that has brought to a focus a number of queries that have been raised in my mind as a result of work with the Historical Records Survey and research I have had to do in connection with it.

The questions are: Will not the multiplying of aids to research compel a reorientation of our formal instruction in methodology in the social sciences, and what if anything is being done about it?

I address the queries to you because of your paper which I have referred to, and because you are giving a course at Columbia which touches closely on them.

It has long seemed completely silly to me to wait until a student is a senior or is a post-graduate student before giving him instruction in methodology. Once I touched on this in a talk with a librarian in the University of California Library, and she said that judging from her experience it would be necessary to begin by giving the faculty instructions in the use of finding aids.

Again, I have had occasion to look at the products of the Historical Records Survey in the University of California Library, and I find them deposited and classified, not as reference works, but as government documents. That seems silly too; and I'm going to ask Jerome Wilcox "how come".

I have been wondering if the whole question of research techniques in their relation to education does not need a complete overhauling. Here am I, with some years of post-graduate studies behind me and some few years of association with a great program of producing research tools, and I begin to realise how little I know about the business, and especially how little that I know came through formal instruction: I have blundered upon much that I have learned.

It seems to me that this would be a fit subject for some agency such as the Social Science Research Council (perhaps in conjunction with the AHA) to investigate. For instance, how early should instruction in the use of certain aids to learning begin? What reference tools might be used systematically in the primary grades, which in high schools, which in lower division instruction in colleges and universities, and which in upper division work. I fancy that there would remain few if any left to post graduate years.

After instruction plans have been formulated on the basis of such an investigation, (1) generally, and (2) for each discipline, means must be found for instructing the instructors.

Once the Army was faced with a similar problem. It had a lot of general officers trained in obsolete methods, and it wanted to adopt new ones without arousing an outcry and raising obstructions on the part of major generals. So it took them first for instruction and (as it was expressed to me) "put them over a one-foot jump." Having thus been made graduates of the new school, they immediately became enthusiastic advocates of it, and insisted that their juniors take a full dose. (Mixed metaphors have their uses).

Summer sessions are useful in this connection, as they reach the school-teachers in vast numbers.

Earlier I have broached this subject, although not in the same form, to Dr. Evans.

The gist of the business is that the aids being created in greater numbers have an enormous potential value; and the actual influence on scholarship will be determined by the extent to which they are used and the understanding with which they are used. I have in mind here a passage from the report of the Committee on Historical Source Materials of the AHA for the year 1938, as quoted in The American Historical Review for April, 1939, on page 758. A few scholars, largely in a single discipline, will read this; still fewer will take it to heart; and still fewer be inclined to do anything about it no matter how much they may approve. Someone must lead the way and indicate methods by which the tools now being developed may be thoroughly exploited.

At what stage should a student learn that there are dictionaries of biography, bibliographies of bibliographies, and the latter to a point which one might represent by the symbol "n" superscribed. At what stage should the use of card catalogues be taught, and the uses and defects of indexes to periodical literature? When should students learn of guides, catalogues, various government documents, and so on, and what variations may be required among the disciplines?

It might be too early to challenge existing methods and instruction; but I wonder if it is not time to begin an investigation.

Sincerely yours,

J. M. Scammell (signed)

Unofficial May 8, 1939

Col. J. M. Scammell
525 Oakland Avenue
Oakland, California

Dear Col. Scammell:

Your letter of April 25 interested me very much, for I have been thinking along somewhat the same lines, and I am taking the liberty of sending copies of the letter to a number of people that I think will be interested in it and may be in a position to do something about the problems you point out.

There is no question but that more and better instruction is needed on methodology, and especially materials for research and the available guides to them, in the fields of American history and the social sciences. Most of the work on methodology that has been given to students of history in our universities has been concerned mainly with ancient and medieval history and, while of course the fundamental problems of historical criticism are the same, it has not met the need of students in American history. More significant in this connection than the course that I am giving at Columbia, which is aimed at the custodian of materials rather than at the user, is a course that I have given at American University for two years on "Historiography, Methodology, and Materials for Research in American History." Unfortunately I have not had time to develop the course in a very systematic fashion.

You may not be aware that a conference on "Comparative Local History" was held a year ago last summer under the auspices of the Social Science Research Council, at which considerable attention was given to the problems of promoting the utilization of the materials and tools made available by the Historical Records Survey. One outcome of that conference was a grant by the Council to Blegen of Minnesota to enable him to prepare a manual for research workers in the field of local history. I understand that the Committee on Program for the next AHA meeting is planning a session or conference to be devoted to research in local history and its interrelation with the social sciences.

I think that someone ought to prepare a manual on "Materials for Research in American History and How to Find Them." If I only had the time to spare, I would do it myself. Such a manual would

serve not only as a textbook for courses, but also as a reference work for anyone engaged in research. My experience is that it doesn't do much good to tell people about bibliographical tools and how they may be used unless or until they are confronted with a problem involving the use of such materials and tools.

Sincerely yours,

Solon J. Buck

SJBsedf

15 May 1939

Dr. Solon J. Buck
Director of Publications
The National Archives
Washington, D. C.

Dear Dr. Buck:

Thank you very much for your most practical suggestions on the work of the Special Committee on Archives of the A.H.A. Committee on Historical Source Materials. I have just returned from the Annual Meeting of the Illinois State Historical Society where I had hoped to see Herbert Kellar to discuss these matters with him. He was not at the meeting, and I presume is in Virginia.

I liked particularly your suggestion that our point of view should be that of the user of archival material rather than the point of view of the archivist. This means that we can limit ourselves and not encroach upon the work of any committee or committees of the Society of American Archivists. I like your suggestion for a guide to State archives in general. I suppose you have in mind something similiar to the report of the Committee on Intellectual Cooperation of the League of Nations covering European countries. I understand that in the National Archives was comprised committee plans for a guide to American Archives. I do not know whether the Historical Records Survey is planning to bring out a similar volume in connection with its inventories of State records. Of course, we should have to look to that organization to supply much of our material. They have already issued a tentative check list of American Archives laws and of course, we have Mr. Newsome's splendid presidential address as a basis for that part. I am wondering whether we need additional questions beyond those taken up in the European Manual. I have hot had a chance to re-study these questions with that in view.

As to your second point, that the committee should undertake, if feasible, the promotion of more adequate teaching in our universities concerning archives as materials for research, how to use them and how to find them. I quite agree with you that this is something that should be done. I have not yet received my copy of Christopher's Palaeography and Libraries, which from the reviews

attempts to give the basis for some such work. Would it be your idea to publish a manual on this subject or how would you suggest that we carry that through? Certainly I have had the experience and I presume you have; of holding my breath while careless Ph.D's handle manuscript material with no apparent realization of its physical frailty.

The University of Chicago and the State Library have now concluded negotiations for the archives apprenticeship course. I am now working on the preliminary bibliography. Dr. Butler spent several days here a couple of months ago, and wrote back that he had some qualms about his part in the background courses, since he had not, until he saw this establishment and talked with me, realized that the historical manuscript was one thing and the archive something else again. This seemed to come as quite a revelation to him, because he had worked so much in foreign archives, especially in the British Public Records Office, that he thought he knew all there was to know about archives. This means that instead of the work here being quite largely practice work, I shall have to give more lecture work than I had anticipated. I expect the work here will deal more with technique than with the history of archival establishments. Of course, we must give that also. Your course, as I understand, is an elective open to any graduate student in the graduate history department. Our interneship is directed more particularly towards those who expect to go into the general field of archive manuscript work - either in the field of archives proper or manuscript in general. The Graduate Library School of the University of Chicago, also, wished to have the work open to some of their students with the proper background in the Social Sciences. I think it quite unlikely that they will have such students and the inclusion of this graduate school in our list of affiliates does not mean that we are going to give courses in library science and not the archives. Some of the criticisms along that line fail to take into consideration certain local situations, which we cannot explain to every one.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

MCN AR

Superintendent

The National Archives
Washington, D. C.

OFFICE OF THE
DIRECTOR OF PUBLICATIONS
Unofficial

June 7, 1939

Miss Margaret C. Norton
Archives Division
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I was glad to learn from your letter of May 15 that you liked my suggestions with reference to the activity of our subcommittee of the AHA Committee on Historical Source Materials. I had a chance to talk the matter over with Keller recently, and he likes the idea of our promoting the preparation of a general guide to archives in the United States.

The only guides that The National Archives have in contemplation are, in the first place, its guide to material in its custody, and, secondly, a more comprehensive guide to Federal archives wherever they may be. It will be several years, however, before the second guide can be produced. What I have in mind for our committee, as I think you understand, is a guide that would give the student of history a general picture of all the archives in the country. Such guides exist for several of the European countries, and the publication of the Committee on Intellectual Cooperation of the League of Nations, to which you refer, is an attempt to produce an international guide. It was, as you know, compiled by the questionnaire method and the replies vary greatly in value, but it proved to be most useful to me while I was in Europe last summer. Another international guide, which is more definitely from the point of view of the historian rather than the archivist, is the Internationaler Archivführer, compiled by Hans Nabholz and Paul Kläui for the Commission on Archives of the International Committee of the Historical Sciences and published at Zurich in 1936. It, too, was compiled by the questionnaire method. It is much briefer than the other one, but attempts to cover all the world. The Committee on Intellectual Cooperation has been working on a second volume of its guide to cover countries outside of Europe, and a section therefor on the United States has been sent in, but it is necessarily brief and gives little specific information about State archives.

Miss Margaret C. Morton: June 7, 1939

I think probably we should try to get a section prepared on each State, including local and church archives therein, by someone competent to do the job. It would probably be well to prepare a set of questions, though they would need to be very different, I think, from those used for either of the international guides. Then, if you could prepare a model section on Illinois, which could be reproduced and sent along with the questionnaires to the people selected to do the sections on the other States, I believe that we would get some good results.

Sincerely yours,

Solon J. Buck

Solon J. Buck

SJB:edf

The National Archives
Washington, D. C.

OFFICE OF THE
DIRECTOR OF PUBLICATIONS

June 13, 1939

Miss Margaret C. Norton
Archives Division
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Thank you very much for sending me the copies of Illinois Libraries containing your articles on archives. I have read them with great interest and I think that you are making valuable contributions. I trust that they have been sent also to the Library of The National Archives, as I want to keep these copies in my office for convenient reference.

I am in agreement with practically everything you say and I like especially your emphasis upon the collective or institutional meaning of the word "archives"; though I thought that, in one or two instances, you used it in the sense of records or documents. Personally I do not like to use the word "archive" in the singular; partly, I suppose, because so many people think that it means a single document. Probably it is logical to use it for a single complete body of the records of an agency or organization, or for a single archival institution, but the American practice seems to be to use the plural form even in these cases.

I am not sure that I have written you that my course will not be given at Columbia next year, though it may be in a later year. It is possible, also, that it may be given at The National Archives in cooperation with American University. I should like to have more information about the plans of the University of Chicago for archival work. To whom should I write to there for such information?

Be sure to keep me on the mailing list for future issues of Illinois Libraries containing your articles.

Sincerely yours,

Solon J. Buck

Solon J. Buck

SJB:edf

14 June 1939

Dr. Solon J. Buck
Director of Publications
The National Archives
Washington, D. C.

Dear Dr. Buck:

I have not yet had time to study the question of what should go into a Guide to Archival Departments to be issued by our committee on archives.

Dr. Philbrick is anxious that the committee take some rather definite steps towards the preservation of local archives. He feels very strongly on the subject, but offers no concrete suggestions as to how this could be done effectively. I think it might be worthwhile to go into some detail on the laws relating to local records and the policies of the various state archival agencies in relation to local records. I do not feel, however, as Dr. Philbrick does that the propaganda for better care of local archives is the chief responsibility of the state archives. Certainly our experience here in Illinois indicates that the county officials resent any interference on the part of State officials. Recently I have had a little experience along this line. I recently visited several county court houses on the pretext of making arrangements for having our photographer copy historical items from the county records. Being a woman, I was not thrown bodily out of any court house, but I was certainly thrown psychologically out the back door in each case. I feel that we shall have to go very cautiously along this line, but I think it would be helpful to know exactly what each state endeavors to do.

I am writing to Dr. Evans to ask if such a guide as you proposed is contemplated by the Historical Records Survey. So far as I know it is not, although certain parts will be done by them, particularly those parts relating to legalization.

We have a bill before the General Assembly at present, which I think will pass, reorganizing the State Library of which the Archives Division is a part. The only effect of this bill on the Archives Division will be to place it under Civil Service, which it has never been under before. Also, since we are a part of the State Library, we are governed by the State Library Advisory Board, which until this bill is passed has been an unofficial advisory board.

Inasmuch as the advisory board comprises libraries and librarians of medium sized cities, only, there may be some difficulty in keeping the archives as an archives rather than a library. I tried for instance to get the law which permits any incorporated historical society or the University of Illinois Library to take county records repealed and this met with opposition from the chairman of the board, who happens to be the librarian of the University of Illinois. Therefore, all I could do was to insert the name of Archives Division in the old law, which I consider a thoroughly pernicious law. I am saying this unofficially because you were in Illinois the time when the law was passed and know how it happened to come into being.

I have started a series of articles called Archives in Libraries, which is running in the Illinois Libraries beginning with the March number. These articles are sketchy and popular in nature, and they are intended to educate the Library Board about some of the things which distinguish archives from libraries, but at the same time to show where there are analogies with library practice.

Under the Illinois governmental setup, the Archives Division is quite properly a part of the State Library. We are freer from political influence, have fewer budgetary worries, and more prestige than if we were a separate institution. Personally, I would not want a change, but I am sorry that the new law has not provided a purely archival council. I discussed this with the Secretary of State, who feared that a council such as the National Archives has, composed of other state officials, would not function properly. He feared it would either tie our hands by refusing to act or else that it would interfer too much and perhaps unwisely. He feels that it is better, at least at present, for me, as archivist, to take council with the various state officials, but to keep the actual government of the archives in our own hands.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

MCN AR

Superintendent

27 July 1939

Dr. Solon J. Buck
Director of Publications
National Archives
Washington, D. C.

Dear Dr. Buck:

So far, Dr. Philbrick is the only member of our committee who has indicated a preference about the work of the committee on Archives. He agrees with us that a guide, such as you suggested, would be a proper piece of work for us. I have not, as yet, given very much thought as to what should be included, but some time within the next two weeks Dr. Philbrick will be in Springfield and perhaps we can work on this subject. I am wondering if you will have time to jot down a few items, which you think should be included in our survey?

In re-reading your last letter, I notice that you ask where to get information about the plans of the University of Chicago for archival work and to whom you should write there for such information. Professor Louis Gottschalk, Chairman of the Graduate History Department, is the Chairman of the University Committee. He is working very closely with Dr. Pierce Butler of the Graduate Library School. Although Dr. Pierce Butler is a member of the Library School Faculty, his major interest is in what I have called the auxiliary sciences of history and archives. He is already giving a survey course on the great research institutions of the world - chiefly libraries, but including public records' offices, which in scope seems somewhat similar to what you told me you gave at Columbia in the first semester. He is interested in paleography and all other phases of work relating to the use of manuscripts. He, himself, has done considerable research in European archives and he has the historical point of view. He was planning to revamp his courses for this year, and promised to send me an outline, but has not yet done so. We think, now, that most of the theory can be given at Chicago and what Dr. Bemis sneeringly calls, the craftsmanship, here. I must confess that my own plans are still quite chaotic.

We had the pleasure of entertaining Dr. and Mrs. Hill, from the National Archives, one day this week. I hope some of the rest of you will get out this way again

before long. There are so many things I would like to discuss with you, especially sometime when one is less busy than one is at a convention.

Do you know that Mr. Clarence E. Walton, Assistant Librarian at Harvard College Library, has been giving a similar course, which he calls "History 191A". This is a seminar meeting one afternoon a week for a two hour period.

He says, "If I were to elaborate the title of the course, I should call it The Historical Development of a Technique of Scholarship." The term is divided into three groups of talks.

1. The Scholar as Archivist
2. The Archivist as Scholar
3. The Archivist as Archivist

He has been giving this course for several years. I just accidentally heard of it recently and haven't found any one else who knows anything about it. You might be interested in comparing notes with him.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

23 August 1939

Dr. Solon J. Buck
Director of Publications
National Archives
Washington, D. C.

Dear Dr. Buck:

In so far as the members of the American Historical Association's Sub-committee on Archives have expressed opinions, we seem agreed upon the following propositions as to the scope of our work.

1. We should not attempt to solve technical problems for archivists, that being the province of the Society of American Archivists.
2. We should not encroach in any way upon the announced program of the Historical Records Survey. We should be careful not to create the impression, in these crucial days for the Survey, that private institutions or organizations will carry on the work if that Survey is discontinued.
3. There seems to be a need for a survey of the various archival establishments of the U. S. similar in scope to the survey of European Archives issued in 1936 by the International Committee on Intellectual Cooperation of the League of Nations. Our survey should be intended primarily to enlighten scholars wishing to visit the various archival institutions as to scope and regulations.
4. This survey should not attempt to include such non-archival institutions as the Pennsylvania Historical Society and the Clements Library, which contain large bodies of archival documents. Instead, the survey of the archives for each state should include a statement as to what archives are not in the hands of the department of origin or given over to custody of the archives department: that is archival documents in private hands or non-archival institutions. The fact that this would exclude from the survey the many British archives in the Clements Library, for instance, does not concern us, since this is a survey of conditions respecting American documents.

Professor Philbrick was here yesterday, and we discussed these questions in considerable detail. I enclose a list of some of the points which we think might well be brought out in our survey. I realize that this is a rather detailed questionnaire to submit to the various archives for many states.

We probably will get no reply whatsoever from the smaller institutions. Therefore, it seems desirable that the committee should obtain as much information as possible from legislation, rules and regulations, and reports of the various archival institutions. Your chairman is making a survey trip East this Fall in connection with the meeting of the Society of American Archivists at Annapolis. The archives of Indiana, Ohio, Maryland, Delaware, Connecticut, Rhode Island, Massachusetts, and New York will be probably visited upon this trip, and some material can be gathered first hand. Along with this archives questionnaire will probably be sent a sample reply relating to the Illinois Archives.

Will you please send in your reactions to this questionnaire and particularly your suggestions for improving it. You will notice that we omitted some of the things, chiefly relating to technical matters, included in the European survey and included other items not mentioned in that which are particularly applicable to American institutions.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

27 April 1939

Dr. Edwin A. Davis
Archivist
Louisiana State University
Baton Rouge, Louisiana

Dear Dr. Davis:

As you doubtless know, we have been appointed on the Special Committee on Archives of Herbert Kellar's Committee on Historical Source Materials.

Mr. Kellar has sent me the enclosed memorandum concerning suggestive functions and activities of the major committees. He has promised to send me suggestions for the specific work of the committee on Archives, but has not yet done so.

It seems to me that our work should look towards a program for a practical follow up on the work of the Historical Records Survey. The American Historical Association made an inventory of State records thirty years ago, but nothing particular seemed to come out of that. I think there are several ways in which we can follow up what the Survey is doing.

In the first place, there is a crying need for constructive work on the subject of the destruction of records. With these inventories and their introductory sketches of county organization and records, we ought to be able to come to a tentative decision as to what records must be kept indefinitely and as to what records might be recommended for destruction, after a period of years.

In the second place, I think we should give further study to the relationship between the state archival departments and the county archives. Although a few of the Eastern states are centralizing local archives, I think it is increasingly evident that for those of us West of the Appalachians, we must make our start towards centralization of county records by way of transcript. In Illinois, at least, there is an increasing rather than decreasing friction between county and state authorities in the matter of "state rights". There is a definite movement in the Middle West, consumated in Indiana, towards bringing financial control of county governments under state governments. Ohio, Illinois and probably other states are working gradually towards this. That means that county officials are less and less sympathetic towards the intervention

of the state archivist. I think we have now had such general experience to be able to formulate the policy as to just what the duty of the state archives is towards county records aside from that of moral suasion towards preservation.

This leads up to the question (3), "If transcripts are made, what would be the committee's recommendations as to the limitation of our work?" Are we making transcripts primarily from the point of view of guarding against the loss of records, or as legal documents, or from the point of view for collecting historical source materials? I feel myself that the insurance angle is local responsibility. In our propaganda, we should, of course, stress this angle very strongly. I feel that to the archives, however, the historical angle is the only one for making transcripts. We do not have the authority to certify to county records, or at least most of us do not have that authority, and therefore the use to which we will put these records will be largely historical. I know a great many of archivists do not agree with me on this point, and I merely raise the point to the committee thinking that it might be profitable to consider and discuss and make recommendations perhaps favoring both points of view.

The fourth angle - that of legislation, is being taken care of by the special committee on uniform legislation of the Society of American Archivists, which is cooperating with the Uniform Laws Commission. At least two bills, relating to records, have been introduced into the Illinois Legislature, now in session, from the Uniform Laws Commission. It might be, however, that our committee would be able to make suggestions there, also.

A further point might be to work out some system for the making of transcripts needed by more than one group of persons. For instance, to work out a plan of cooperation with the archivist of the Daughters of the American Revolution, Dr. Stevenson.

Another point would be to limit ourselves so that there will be no duplication of work between our sub-committee and the other sub-committees of the main committee.

I should appreciate your frank comments and further suggestions on this work and also suggestions as to the best method of organizing among ourselves. I appreciate very much your cooperation in serving on the committee and I hope we may be able to make a real contribution. My own attitude towards

27 April 1939

the chairmanship is that I will simply serve as a clearing house for inter-communications of members of the committee. Any one of the members is better qualified than I to do the actual work of the committee.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

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23 August 1939

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National Director
Historical Records Survey
Washington, D. C.

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Archives Division

Superintendent

MCN AR

23 August 1939

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Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

14 December 1939

Mr. Albert V. House, Jr.
Wilson Teachers College
Washington, D. C.

Dear Mr. House:

Enclosed please find my check for nine dollars and seventy cents ($9.70) covering reservations for luncheons and dinners of the American Historical Association meeting.

Please hold the tickets at the registration desk.

It will be necessary for me to have a receipt on this same form. Please send the receipt to my home address, 1105 South 2nd St., Springfield, Illinois.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

1 April 1939

Dr. Herbert A. Keller
Director McCormick Historical Association
679 Rush Street
Chicago, Illinois

Dear Herbert:

I have just received notice of my appointment as Chairman of your sub-committee of Archivists, under the Committee on Historical Source Materials. My first impulse was to say no, especially when I saw that Dr. Philbrick, Dr. Evans, Dr. Davis and Dr. Buck were to serve under me. Any one of them would have been far more capable to serve as chairman than I. However, I took courage, when I found that I was really to be serving under you. I should appreciate a statement from you as to what you think the functions of the committee should be. My guess would be that we should interest ourselves primarily in formulating a program for following up the work of the Historical Records Survey. That will not be of much benefit if nothing grows out of the work it does. That is what happened after the American Historical Association sponsored the State inventories thirty years ago. Whether I am the person to formulate a program is a question. However, I think a good start would be to write to all archivists asking them how they are tying in their work with the Historical Survey and give results. Perhaps that is not what you have in mind at all. Whatever, you wish to have us do, I will be glad to try to carry out.

As Dr. Tate wrote me the other day, it may be many months before we really begin to realize what a loss we have had in Dr. Robertson's going. I am wondering whether the Society of American Archivists will try to meet at Annapolis, or what we will do for the meeting. I hope we can keep Mrs. Robertson interested, as I think we all enjoyed having her at the meetings, almost as much as we did him.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

McCORMICK HISTORICAL ASSOCIATION
679 RUSH STREET
CHICAGO

April 5, 1939

To Members of the Committee on Historical Source Materials of the American Historical Association:

On the afternoon of the last day of the American Historical Association Meeting in Chicago, Robert C. Binkley at the instance of the Executive Committee of the American Historical Association asked me to take the Chairmanship of the Committee on Historical Source Materials. That afternoon and evening we held extended conferences on the subject. As the result of these discussions, on January 12, 1939, I submitted a memorandum to Dr. Binkley outlining my ideas of the possible functions and activities of the Committee. This memorandum (copy of which is enclosed) was subsequently passed upon and approved by the Executive Committee of the American Historical Association at its recent Meeting. I was notified to this effect by Dr. Conyers Read, Executive Secretary, on March 6, 1939. On March 28 Dr. Dexter Perkins, Secretary of the American Historical Association, sent to each of you an official notification of your appointment to the Committee.

If it is agreeable to you to serve on this Committee, I would appreciate having your thought upon the ideas expressed in the Memorandum. Incidentally, if you have not already done so, will you please send notice of your acceptance of membership to Dr. Conyers Read.

I will be writing you further about activities of the Committee shortly.

Yours sincerely,

Herbert A. Kellar.

Herbert A. Kellar, Chairman
Committee on Historical Source Materials

HAK:RO

MEMORANDUM CONCERNING SUGGESTED FUNCTIONS AND ACTIVITIES
OF THE COMMITTEE ON HISTORICAL SOURCE MATERIALS
OF THE AMERICAN HISTORICAL ASSOCIATION
CONTAINED IN A LETTER FROM HERBERT A. KELLAR TO ROBERT C. BINKLEY,
January 12, 1939

Since source materials form the basis of every type of historical activity, I feel that the Committee should

1. Endeavor to promote the collection, preservation, availability and use of source materials of all kinds.
2. Apprise those working in various fields of historical activity of the existence and location of documents of particular interest to their type of research or project.
3. See that copies of basic records are made available in localities where they are needed, but where originals do not exist.
4. Sponsor the assembling of regional collections of source materials.
5. Cooperate with other Historical Committees or authorities to collect, preserve and make available source materials in the Americas.
6. Investigate the possibilities, as you have suggested, of placing originals or copies of certain European records on deposit in the United States, for safekeeping, in view of disturbed conditions in these countries.
7. Promote the preparation and wide distribution of surveys, inventories, check lists, guides, calendars, union catalogs and other means of access to original sources.

8. Endeavor to serve not only individuals directly working in the historical field, but those in allied lines who are concerned with source materials, as well as the general public who might be interested in them.

9. Promote reproduction by microphotography, near print and other means, and the placing of reproductions in appropriate depositories.

10. Establish cooperative relations with Philatelic Associations, individual collectors, and manuscript and book dealers with a view to making available original records in private hands.

11. Coordinate the collection, preservation and making available source materials by different agencies.

12. Advocate training in the reproduction and use of source materials. The particular thought here being to widen the scope and improve the character of graduate training in Universities and Colleges, to enable students to take advantage of increasingly available positions in historical work which do not involve teaching.

13. Endeavor to arouse public interest in history and support for historical activities by arranging for the reproduction of source materials and articles based on them in local newspapers, periodicals and other publications.

14. Investigate the desirability and practicability of

the establishment of a code for the collection of source materials.

15. Try to promote an acquaintance with and knowledge of source materials on the part of the general public with the object of giving them a more accurate view of past events, a more critical and understanding attitude toward the present and better judgment in planning for the future. In this way information might be used to build up immunity to propaganda.

16. Assemble all possible data relating to the collection, preservation, availability and use of source materials for the Committee needs; this to be used as a basis for the eventual establishment of a permanent clearing house of historical information by the American Historical Association, whose objectives would be the accumulation and the dissemination of data relating to source materials and other historical matters for the benefit of those working in the historical field, in allied lines, and the general public.

Eventually these and like activitives of the Committee on Historical Source Materials might be expected to regain for history some of its lost prestige in certain quarters and aid the Social Sciences as a whole to better restore a proper balance with the Physical Sciences.

As to initial procedure it seems highly desirable to approach what should be done with careful planning, involving not only long range vision but the practical aspects of being able to achieve objectives.

Before taking any action I believe the Committee should have before it detailed data concerning what has been done about source materials in the last few years and what is contemplated for the future in the historical field as a whole, and in allied lines, such as Political Economy, Political Science, Sociology, Anthropology, etc. When we have this information before us, and have analyzed it, procedure will be clearly indicated. Assembly of such data should be begun shortly by Mr. Edwards as hereafter provided in the Committee.

Discussing activities in general, an important function of the Committee, acting for the American Historical Association, would be to complement and supplement the valuable work of the American Council of Learned Societies, the Social Science Research Council, and in particular their representative, the Joint Committee on Materials for Research. The Joint Committee in the past has acted in the capacity of a general staff, devising new methods and approaches to historical work, directing and encouraging the development of new tools for research, in short for the most part working from the top down; the Committee on Historical Source Materials should make use in every possible way of aids provided, but should in effect work from the bottom toward the top. With reasonable cooperation between the two Committees, the results should go far toward making the historical activity of institutions and individuals more effective in their own spheres, and should create a broad body of public opinion favorable toward historical work in general, out of which might come active support for current historical activities and backing for expansion in new directions.

In operation, I agree with you that the Committee

should bear in mind and take advantage of three basic considerations:

1. The technical revolution in the reproduction of source materials.
2. The large scale availability of clerical relief labor.
3. The breakdown of international intellectual relations.

The subjects that we discussed for present attention by special committees, are Archives, Manuscripts, Newspapers, Business Records and Library Holdings. The individuals proposed for these special committees have been selected not only because of their abilities and authoritative position in their respective fields, but also with a view to making the entire Committee, in a national sense, as representative as possible of major institutions and activities. Where such factors seem lacking, individual members of the Committees have contacts with them. Formation of further special committees are contemplated later as needed.

The Committee as a whole, because of the basic character of its work, should seek to be of service to all worthwhile interests and types of historical activities.

The above will acquaint you with some of my thoughts concerning the Committee on Historical Source Materials.

The suggested membership of the Committee is attached.

COMMITTEE ON HISTORICAL SOURCE MATERIALS

Chairman: Herbert A. Kellar, Director, McCormick Historical Association

Special Committee on Archives

Chairman: Margaret C. Norton, Superintendent, Archives Division, Illinois State Library, Springfield, Illinois

Francis S. Philbrick, Professor of Law, University of Pennsylvania, Philadelphia, Pennsylvania

Luther H. Evans, National Director, Historical Records Survey, Washington, D. C.

Edwin A. Davis, Archivist, Louisiana State University, Baton Rouge, Louisiana

Solon J. Buck, Director of Publications, The National Archives, Washington, D. C.

Special Committee on Manuscripts

Chairman: Julian P. Boyd, Librarian, The Historical Society of Pennsylvania, Philadelphia, Pennsylvania

Theodore C. Blegen, Secretary and Superintendent, Minnesota Historical Society, St. Paul, Minnesota

Lester J. Cappon, Archivist, Library of the University of Virginia, Charlottesville, Virginia

John C. L. Andreassen, Regional Supervisor, Historical Records Survey, New Orleans, Louisiana

St. George L. Sioussat, Chief of the Division of Manuscripts, Library of Congress, Washington, D. C.

Special Committee on Newspapers

Chairman: Robert C. Binkley, Department of History, Western Reserve University, Cleveland, Ohio

Allan Nevins, Department of History, Columbia University, New York, New York

Culver H. Smith, Department of History, University of Chattanooga, Chattanooga, Tennessee

Edgar E. Robinson, Department of History, Stanford University, Palo Alto, California

George Gallup, Director, American Institute of Public Opinion, New York, New York

Special Committee on Business Records

Chairman: Oliver M. Dickerson, Department of History, Colorado State Teachers College, Greeley, Colorado

William D. Overman, Curator of History, Ohio State Archaeological and Historical Society, Columbus, Ohio

Oliver W. Holmes, The National Archives, Washington, D. C.

Ralph M. Hower, Assistant Professor of Business History, Harvard University, Boston, Massachusetts

A Representative of Business (To be named later)

Special Committee on Library Holdings

Chairman: Douglas C. McMurtrie, National Director, American Imprints Inventory, 950 Michigan Avenue, Evanston, Illinois

Gilbert H. Doane, Director of the University of Wisconsin Library, Madison, Wisconsin

A. F. Kuhlman, Director, Joint University Libraries, Vanderbilt University, Nashville, Tennessee

George A. Schwegmann, Jr., Director, Union Catalog, Library of Congress, Washington, D. C.

James A. Barnes, Department of History, Temple University, Philadelphia, Pennsylvania

(Subjects of Interest: Imprints, Public Documents, Union Catalogs, Coordination of Acquisition Policies, Lending and Micro-Film Services)

Research Associate: Everett E. Edwards, Bureau of Agricultural Economics, United States Department of Agriculture, Washington, D. C.

Function: To Collect and Disseminate Information pertaining to the Work of the Committees.

McCORMICK HISTORICAL ASSOCIATION
679 RUSH STREET
CHICAGO

April 7, 1939

Miss Margaret C. Norton
Superintendent, Archives Division
Illinois State Library
Springfield, Illinois

Dear Margaret:

By now you will have received the general letter sent out to members of the Committee on Historical Source Materials of the American Historical Association in which I outlined some of the ideas which I had in mind when I accepted the Chairmanship of this Committee.

With reference to your letter of April 1, first let me say that I am much pleased that you are accepting the Chairmanship of the Special Committee on Archives. I chose you particularly because of your fine capabilities and also because we work well together.

My first thought about the work of the Committee on Historical Source Materials, as you will note in the Memorandum, was to gather all possible data upon what has been done with respect to Source Materials in the last few years and also what is in contemplation, with a view to assembling this information and analyzing it, and out of the conclusions building a long range program. I think this conception is entirely sound and I am going to try to carry it out. On the other hand I realize that all of this cannot be done in a moment since it is going to

to take some time for Edwards to gather the necessary data even if I am able to supply him with a full-time assistant, which eventually I hope to do. There is much that can be done in the meantime and judging from the response, which I have received from McMurtrie, Binkley, Dickerson and yourself (I have not heard from Boyd as yet), we will be able to accomplish a good deal pending the results of Edwards' activities.

Your suggestion about finding out what archivists are doing with relation to the Historical Records Survey strikes me as excellent and falls right in line with what we want to know. I highly approve and suggest you go ahead with this idea.

I have a feeling in view of the character of the personnel on the several Committees (which you will note has been rather carefully selected) we will be able to make our work really felt and incidentally make this Committee mean something.

In a few days I will send you some ideas concerning possible work for your Committee for your consideration.

I felt badly upon hearing about Dr. Robertson and still do. He has long been one of the pioneers in the archival field and as you say he will be missed. With regard to the Meeting at Annapolis, I do not know of course what the officials of the Society of American Archivists will decide, but I think it would be a nice tribute to Dr. Robertson to have the Meeting as scheduled.

Alecea and Lucile join me in sending regards.

Yours sincerely,

Herbert.

Herbert A. Kellar, Chairman
Committee on Historical Source Materials

HAK:RO

29 April 1939

Dr. Herbert A. Kellar
Chairman, A. H. A.
Committee on Historical Source Materials
McCormick Historical Association
679 Rush Street
Chicago, Illinois

Dear Herbert:

I am enclosing, herewith, a copy of the letter forwarded to each member of the Special Committee on Archives.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCM AR

23 August 1939

Mr. Herbert A. Kellar
McCormick Historical Association
679 Rush Street
Chicago, Illinois

Dear Mr. Kellar:

In so far as the members of the American Historical Association's Sub-Committee on Archives have expressed opinions, we seem agreed upon the following propositions as to the scope of our work.

1. We should not attempt to solve technical problems for archivists, that being the province of the Society of American Archivists.
2. We should not encroach in any way upon the announced program of the Historical Records Survey. We should be careful not to create the impression, in these crucial days for the Survey, that private institutions or organizations will carry on the work if that Survey is discontinued.
3. There seems to be a need for a survey of the various archival establishments of the U. S. similar in scope to the survey of European Archives issued in 1936 by the International Committee on Intellectual Cooperation of the League of Nations. Our survey should be intended primarily to enlighten scholars wishing to visit the various archival institutions as to scope and regulations.
4. This survey should not attempt to include such non-archival institutions as the Pennsylvania Historical Society and the Clements Library, which contain large bodies of archival documents. Instead, the survey of the archives for each state should include a statement as to what archives are not in the hands of the department of origin or given over to custody of the archives department: that is archival documents in private hands or non-archival institutions. The fact that this would exclude from the survey the many British archives in the Clements Library, for instance, does not concern us, since this is a survey of conditions respecting American documents.

Professor Philbrick was here yesterday, and we discussed these questions in considerable detail. I enclose a list of some of the points which we think might well be brought out in our survey. I realize that this is a rather detailed

questionnaire to submit to the various archives for many states. We probably will get no reply whatsoever from the smaller institutions. Therefore, it seems desirable that the committee should obtain as much information as possible from legislation, rules and regulations, and reports of the various archival institutions. Your chairman is making a survey trip East this Fall in connection with the meeting of the Society of American Archivists at Annapolis. The archives of Indiana, Ohio, Maryland, Delaware, Connecticut, Rhode Island, Massachusetts, and New York will be probably visited upon this trip, and some material can be gathered first hand. Along with this archives questionnaire will probably be sent a sample reply relating to the Illinois Archives.

Will you please send in your reactions to this questionnaire and particularly your suggestions for improving it. You will notice that we omitted some of the things, chiefly relating to technical matters, included in the European survey and included other items not mentioned in that which are particularly applicable to American institutions.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

November 13, 1939

Mr. Herbert A. Kellar
McCormick Historical Society
679 Rush Street
Chicago, Illinois

Dear Herbert:

The new stationery for the Committee on Historical Source Materials has come, and I wish to thank you for it.

Since my return from Annapolis, I have been too busy catching up work which piled up during my five weeks' absence to do anything on the Committee work. I hope though by the end of this week or by the first of next week, at the latest, to start compiling the article on Illinois Archives. We spoke of having this mimeographed for sending to certain people. Does the Committee have any funds for this in case I cannot get it mimeographed through the state, as I am hoping I can. I think I will send you a copy before I have it mimeographed, however, for your criticism.

Sincerely,

Chairman
Sub-Committee on Archives

MCN AR

27 April 1939

Professor Francis S. Philbrick
University of Pennsylvania
Philadelphia, Pennsylvania

Dear Dr. Philbrick:

As you doubtless know, we have been appointed on the Special Committee on Archives of Herbert Kellar's Committee on Historical Source Materials.

Mr. Kellar has sent me the enclosed memorandum concerning suggestive functions and activities of the major committees. He has promised to send me suggestions for the specific work of the committee on Archives, but has not yet done so.

It seems to me that our work should look towards a program for a practical follow up on the work of the Historical Records Survey. The American Historical Association made an inventory of State records thirty years ago, but nothing particular seemed to come out of that. I think there are several ways in which we can follow up what the Survey is doing.

In the first place, there is a crying need for constructive work on the subject of the destruction of records. With these inventories and their introductory sketches of county organization and records, we ought to be able to come to a tentative decision as to what records must be kept indefinitely and as to what records might be recommended for destruction, after a period of years.

In the second place, I think we should give further study to the relationship between the state archival departments and the county archives. Although a few of the Eastern states are centralizing local archives, I think it is increasingly evident that for those of us West of the Appalachians, we must make our start towards centralization of county records by way of transcript. In Illinois, at least, there is an increasing rather than decreasing friction between county and state authorities in the matter of "state rights". There is a definite movement in the Middle West, consumated in Indiana, towards bringing financial control of county governments under state governments. Ohio, Illinois and probably other states are working gradually towards this. That means that county officials are less and less sympathetic towards the intervention

of the state archivist. I think we have now had such general experience to be able to formulate the policy as to just what the duty of the state archives is towards county records aside from that of moral suasion towards preservation.

This leads up to the question (3), "If transcripts are made, what would be the committee's recommendations as to the limitation of our work?" Are we making transcripts primarily from the point of view of guarding against the loss of records, or as legal documents, or from the point of view for collecting historical source materials? I feel myself that the insurance angle is local responsibility. In our propaganda, we should, of course, stress this angle very strongly. I feel that to the archives, however, the historical angle is the only one for making transcripts. We do not have the authority to certify to county records, or at least most of us do not have that authority, and therefore the use to which we will put these records will be largely historical. I know a great many of archivists do not agree with me on this point, and I merely raise the point to the committee thinking that it might be profitable to consider and discuss and make recommendations perhaps favoring both points of view.

The fourth angle - that of legislation, is being taken care of by the special committee on uniform legislation of the Society of American Archivists, which is cooperating with the Uniform Laws Commission. At least two bills, relating to records, have been introduced into the Illinois Legislature, now in session, from the Uniform Laws Commission. It might be, however, that our committee would be able to make suggestions there, also.

A further point might be to work out some system for the making of transcripts needed by more than one group of persons. For instance, to work out a plan of cooperation with the archivist of the Daughters of the American Revolution, Dr. Stevenson.

Another point would be to limit ourselves so that there will be no duplication of work between our sub-committee and the other sub-committees of the main committee.

I should appreciate your frank comments and further suggestions on this work and also suggestions as to the best method of organizing among ourselves. I appreciate very much your cooperation in serving on the committee and I hope we may be able to make a real contribution. My own attitude towards

the chairmanship is that I will simply serve as a clearing house for inter-communications of members of the committee. Any one of the members is better qualified than I to do the actual work of the committee.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

UNIVERSITY OF PENNSYLVANIA
PHILADELPHIA

THE LAW SCHOOL

Herbert F. Goodrich, *Dean*

May 4, 1939

Miss Margaret C. Norton, Archivist
Illinois State Library
Springfield, Illinois

My dear Miss Norton:

I trust that my reference to yourself in the letter of even date of which I enclose a carbon copy was not improper. In order that you may understand the situation, I also send you a copy of an earlier letter written by me to Mr. Barrett. I have no idea what the difficulty was between the new Board and Mr. Pease, but I judge from the latter's guarded references to it that there was some personal feeling. My proposed volume may be a victim of that feeling, or there may be a question in Mr. Barrett's mind whether what I am doing is worthwhile. I really do not know.

I shall certainly be in Springfield this summer if the volume in question is approved (although I now assume that it will not be); and I may be out there anyway. I have been terribly busy on a number of small things, which explains my inattention to the business of the Committee on Archives. But my second year classes soon end, and I will then give immediate attention to the materials that have been sent to me.

Always yours sincerely,

Francis S. Philbrick

May 4, 1939

Mr. Oliver R. Barrett
192 South Michigan Avenue
Chicago, Illinois

My dear Mr. Barrett:

After the mere intimation which I received from Professor Pease that the new Board might not approve of issuing the proposed volume on Statutes of Illinois Territory, your letter to me of March 29th was encouraging. However, the meeting of the Board of Trustees of the Illinois State Historical Library must have been held long since, and, inasmuch as I have received no word from you, I suppose that the continuation of the series on which I was working has not been approved. I should like to be definitely informed on that matter and would appreciate a letter from you.

If, perchance, the matter is not yet closed, and should there be any doubt whatever regarding the quality of my work on the two projects completed, I venture to suggest that you might consult either Mr. Angle, or Miss Norton of Springfield, or Dr. Coleman of the Indiana Library and Historical Board, or Dr. Clarence E. Carter, who is editing the Territorial Papers of the United States for the Department of State in Washington. However, I suppose that that question is not involved.

As I said before, in case the contemplated volume is not issued I shall make it a point to prepare a number of articles and utilize most of the material, although I should very much have preferred to utilize it all in a volume prepared for the Illinois State Library, in view of the fact that my actual expenses for some weeks while working in the archives of the southern counties of that State were paid by the Library.

Sincerely yours,

FRANCIS S. PHILBRICK

COPY

March 27, 1939

Mr. Oliver R. Barrett
122 South Michigan Avenue
Chicago, Illinois

My dear Mr. Barrett:

A recent issue of the American Historical Review carried the news that Professor Pease was severing at the end of this academic year his connection with the Illinois Historical Collections. I have learned from him that nothing definite has been determined, so far as he knows, regarding the third piece of work which I long ago undertook, on behalf of the Illinois State Historical Library, for publication in the Collections. This work is a volume of the statutes of Illinois Territory, 1809-18.

I am extremely anxious to complete this work. You are presumably familiar with my work on the Laws of Indiana Territory, 1801-09, which contained a very elaborate introduction of nearly 300 pages; and the first volume of Pope's Digest, 1815, with a rather short introduction of 74 pages, has recently appeared.

My introduction to Volume 21 was addressed primarily to historians, rather than lawyers. The reason for this was that I understood the decade of 1800 to 1809 to be the darkest part of Illinois history, and I attempted to throw upon it as much light as I could from the local records which I studied. The attempt was, I believe, not wasted. On the other hand, in my introduction to the Pope volume I confined myself rather narrowly, and almost wholly to legal matters except in the footnotes; and it has likewise been my intention to deal in the introduction to the statutes of Illinois Territory very largely with legal matters. I wished to give in the last-mentioned volume an elaborate discussion of statutory history and legal matters generally; and desired to avoid, in the Pope volume, duplication of these matters so far as possible. It was, of course, impossible to avoid some duplication, since Pope's Digest falls in the middle of the period to which the other volume will be devoted.

In preparation for my work on this last-mentioned volume I examined as carefully as time permitted in more than one visit all the judicial records in 14 counties of Southern Illinois up to 1830, and did some work at Springfield. I also examined at Washington, where they had been collected for the series of Territorial Papers of the United States which are being published by the Government printing office, all the materials (both those published and a vast mass which will not be published) relating to the Northwest Territory, the Southwest Territory, and the Territories of Indiana, Illinois, Michigan, and Missouri. I have a great mass of material, and, although I could use much of it in different places and in different ways, I

hope very much that you may approve of my using it in the manner originally intended.

It is, of course, very unfortunate that the work was not earlier completed. However, I was diverted from it for several years because of the great amount of time which I devoted, as Secretary and Treasurer of the American Legal History Society, to an attempt to put that organization on its feet; and also by the necessity of writing a little work on Property which has recently appeared. I had supposed that there would be no particular objection to delay provided my volume could appear before the Department of State should reach, in its series, the period of the Illinois Territory. Whether my volume, in the form which it was my intention to prepared it, will fit into the program which you and the other members of the Board of the Historical Library have prepared I do not know. I can only say that I am exceedingly desirous of preparing the volume and hope that you may authorize me to proceed. I have no further research to do upon it beyond the necessity of spending perhaps two or three weeks in Chicago and Springfield during the coming summer for the purpose of examining records not yet sufficiently utilized.

Yours very sincerely,

FRANCIS S. PHILBRICK

10 May 1939

Professor Francis S. Philbrick
The Law School
University of Pennsylvania
Philadelphia, Pennsylvania

Dear Dr. Philbrick:

I know little more than you about what is back of the resignation of Dr. Pease as editor of the Illinois Historical Collections. I suspect the situation is as follows: From time to time there have been grumblings about the relatively large printing appropriation made to the Historical Library and the fact that they issue only one or two volumes of the Collections each biennium. This was further accentuated by the passage of a law in 1935 or 1937 requiring that these volumes must be purchased, even by members of the State Historical Society. This criticism failed to take into consideration the fact that these volumes represent scholarly work requiring expensive research. There have been a number of changes on the State Historical Library Board of recent years. I suspect that this appropriation will be markedly reduced and that such printing as is done by the State may be along the lines of popularizing State History. I do not think that Mr. Angle and Dr. Pease have ever been particularly friendly. I do not mean by this that they have been at odds with one another, but I do not think they see eye to eye on a number of things. So far as I am concerned, all of this is merely surmise.

I am very sorry, indeed, to learn that they may not authorize the publication of your volume on the Laws of Illinois Territory. As you undoubtedly know, I consider the laws of Illinois Territory 1801 to 1809 an exceptionally valuable and accurate piece of scholarship. The first volume of Pope's Digest has only just come to my desk and I have not had an occasion to use it as yet, although I suppose this has the same high standards.

I do not suppose that the Board would be interested in my reactions towards your proposed publication. In fact, since I am connected with another State department, they might resent my interference. However, if your letter

10 May 1939

Page 2 - Professor Philbrick -

to Mr. Barrett should cause him to write to me, you may be sure that I would tell him that I feel the publication will be very much worth while.

With best personal regards, I am

Very sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

UNIVERSITY OF PENNSYLVANIA
PHILADELPHIA

THE LAW SCHOOL

Herbert F. Goodrich, *Dean*

May 19, 1939

Miss Margaret C. Norton
Archives Division, Illinois Stete Library
Springfield, Illinois

Dear Miss Norton:

In a letter from Mr. Barrett of May 16 he apologizes for his failure to inform me earlier of "the unanimous and earnest wish" of the trustees of the Illinois S. H. L. to publish my final volume. This was evidently voted at their April meeting, but Mr. Barrett assumed that Angle would write and the latter assumed that Mr. Barrett would write. I am glad that the matter is settled.

I can add only one thing to my letter to you of May 4. In yours of the tenth you refer to the fact that Mr. Angle and Mr. Pease "have never been particularly friendly". Last week I called on Clarence Carter in Washington, and found him as perturbed as I have been over the severance of relations between Mr. Pease and the Collections. Evidently Carter had immediately thought of Angle's ambitions as possibly the explanation of the matter, but he told me that Mr. Buck had recently returned from Illinois and was quite convinced that Angle was entirely innocent in the matter. I can only say that I hope he was, for I have the greatest possible respect for Mr. Pease's standards of scholarship, and also like him personally. I hope that the new board will not lower the standard of the Collections.

*1

With best regards, as always,

Sincerely yours,

Francis S. Philbrick.

* Confidential !

AMERICAN · HISTORICAL · ASSOCIATION

ORGANIZED·1884: INCORPORATED·BY·THE·CONGRESS·1889

GENERAL·OFFICES · 40 · B · STREET · S · W · WASHINGTON·D·C

COMMITTEE ON LEGAL HISTORY
(LITTLETON-GRISWOLD FUND)

CHARLES M. ANDREWS
CARROLL T. BOND

JOHN DICKINSON
FELIX FRANKFURTER
FRANCIS S. PHILBRICK

EVARTS B. GREENE, CHAIRMAN
602 FAYERWEATHER HALL, COLUMBIA UNIVERSITY

RICHARD B. MORRIS, SECRETARY
2 HORATIO STREET, NEW YORK CITY

May 29, 1939

Miss Margaret C. Norton
Archives Division, State Library
Springfield, Illinois

My dear Miss Norton:

Without attempting to explain, much less excuse, my long delay in doing so, I will now "at long last" reply as best I can to your circular letter of the 27th of April to members of the AHA Special Committee on Archives. To my very great regret, in doing so I find myself in the main a dissenter from the views tentatively advanced by yourself. It seems presumptuous for one who is not an Archivist to question the views of one who is so full of experience in that field as yourself, particularly because you have so long pondered its problems under conditions of responsibility. However, you seek all our opinions, and so I submit mine for whatever they may be worth.

I wholeheartedly agree that two fundamentals which the Committee must consider are those which you suggest; namely, (1) constructive work on the subject of the destruction of records, and (2) study of the relationship between the state archival department and the county archives. In my opinion the location of a state east or west of the Appalachians can have nothing to do with the circumstances that enter into the question, "What should be the relation between state and county archives therein?" I therefore ignore that distinction.

On the first I will only remark that after we deliver all preachments on that subject that seem desirable and expedient, we come face to face with the form of the local archive law as respects transfer from local to central depository--mandatory or permissive. We come face to face, that is, with the fact that vaults in the poor counties (as in Illinois or in Pennsylvania) cannot be replaced or enlarged, that old records must be removed or destroyed. You remember my experiences in the fourteen oldest counties of Illinois. In very few had the file papers of cases tried been preserved (various of our 13 colonies did vastly better, apparently, in that respect); in one county great quantities of chattel-mortgage papers had been burned; in another county a trench had been dug two or three years before and two wagonloads of papers had been buried. And so on--we all know instance upon instance.

Passing, then, from your first to your second proposed point for our consideration, since one leads necessarily and immediately into the other, I do not see that any permanent gain can be accomplished by authorizing local custodians whose space is limited (a) to destroy records up to a certain date, or (b) to destroy records of a certain kind. First, because the rule will obviously not be observed unless some authority enforces it. Second, because even if enforced, the day of congestion and consequent general destruction will merely be slightly removed. We are therefore brought back to the necessity of central concentration, of something and in some manner. Of what and how remain to be considered.

As regards the "how", Dr. Newsome's Committee will, as you say, deal with the question whether concentration should be voluntary or mandatory. But, under legislation that does give the county custodians freedom, what policy should be pursued by the state archives? Here, of course, it is particularly presumptuous for a non-archivist to speak [redacted], but I plunge ahead. I believe that the greatest ultimate progress will be made if the central archives, (a) after making sure of the legal propriety of their steps, (b) proceed with complete publicity and under a uniform program (as by a circular to all county custodians) to urge all local custodians to send papers to the state depository--(or, if possible, offer to collect them). I cannot see why this, if done with a little care as to manner, should irritate anybody. In your letter of April 27 you say that in Illinois, "there is an increasing rather than decreasing friction between county and state authorities." Has the work of the Historical Records Survey accomplished nothing in educating local custodians? I have seen some field reports to the effect that it has done so; and many times I have heard that gain included by Dr. Evans and others among the accomplishments of the Survey. In one of your own letters (written in 1935 when Dr. Newsome and I were drafting a report on the policies of the AHA) you remarked that "the whole attitude toward archives has changed in the past few years...the public officials have become our most loyal supporters." To be sure, it was state officials you had in mind; and no doubt, too, it could be said of county officials only with the addendum, "So long as state archivists keep their places." But if there was a change in the attitude of state officials it was undoubtedly the result of their education; that is, the change you noted was created by you, in the administration of your own state archives. Why, then, cannot county officials be educated? And is there no basis for a hope that to some extent they have been?

But enough of quarrels regarding those matters, for there are other questions more fundamental. No matter what the form of the state statute, no matter how one concentrates, the question remains: what should be concentrated?

On that point I cannot yet, until convinced, accept your views. I cannot understand why reproductions taken for the state archives should be selected as "historical source materials", and not "from the point of view of guarding against the loss of records, or as legal documents." From your feeling "that the insurance angle is local responsibility", I vehemently dissent. You have more than once referred to your new Archives Building as one providing "adequate housing for all the business records of a State." What, then, are the business records of a state? A state is an organization to protect and advance, within and under law, the primary interests of society. Its governmental framework is a mere means to that end. To me the phrase "business records of a state" can only mean all written evidences of the life of the state community within and under the protection of law. A county is a mere political subdivision of a state, a mere creature of state legislation. Of necessity, we live our lives locally, and the record of our lives is accumulated in local depositories; but it is a life under the law of the state--equally as regards murders, marriages, schools, roads, taxes, and everything else. In any true sense the "county records" are state records in the custody of county officials. In the absence of statutory provisions that might embarrass my argument, I give no recognition to any claim of county proprietorship in them. The hope that such records will be locally preserved (for example in the decaying counties of Pennsylvania or Illinois!) is of course known to all of us to be one that has never been and never will be realized--not because local custodians cannot be educated to attempt that, but because they can never have the means to do so. Moreover, their records are mere fragments, belonging together, of a larger mosaic. To me, the preceding assertions seem to be conclusions requiring no proof to support them beyond accumulated instances more or less well known to all of us.

Nor am I satisfied that a clear line can be drawn between papers selected "as historical source materials" and papers selected "as legal documents". Of course you would not exclude "important" legal documents--such as proceedings of a constitutional convention, essential records of the Supreme Court (if offered to you for preservation), etc. I should say that all the documents are "legal" records in the sense that they are proceedings under law. I should also say that one test of preservation or destruction applies equally to all; namely, what has relatively general and permanent importance, so far as we can judge the needs of future students? Of course, unnumbered tons of (a) strictly preliminary data subsequently gathered into revised and generalized forms, or (b) purely preliminary and incidental documents however essential originally (like, for example, a summons in an action, or a bailpiece), or (c) material that is duplicated, can be destroyed. Beyond that, however, most careful consideration should precede any "selection." In judging the needs of students we must be exceedingly catholic. Agricultural history, and many other matters, are creatures of the last few decades. There has been in progress in Philadelphia for months an intensive study of the history of land and natural resources in Pennsylvania, including such matters as soil erosion. To aid and cooperate with the Daughters of the American Revolution and the genealogists is a most excellent object; but we must remember that archives should preserve materials for students of a hundred other interests. Our program must be extremely inclusive.

I will add one more comment. For years, to judge by letters in my files, it has been customary for archivists to distinguish between those who keep and those who use archives, and I note in rereading these letters the suggestion by one honored archivist that the former group "should combine in an independent association to forward their technological needs unhindered by the veto of teachers and writers who have interests 'in front of the rail and not behind it'". Certainly archivists alone can solve their technical problems, and it is well that they now have their Society through which to do so. But they must guard themselves against the old-time attitude of librarians who gathered books for keeping but not for use. Almost all keeping is merely to serve the end of using. It is therefore the man "outside the rail" who in almost all cases properly dictates what shall be kept.

Sincerely yours,

Francis A. Philbrick

UNIVERSITY OF PENNSYLVANIA
PHILADELPHIA
THE LAW SCHOOL

Herbert F. Goodrich, *Dean*

5/30/39

My dear Miss Norton:

In my letter to you, just mailed, please make the following correction:

p. 2, ¶ 2, l. 16 – for "done so" substitute: accomplished much.

Sincerely,

Francis Philbrick

12 June 1939

Prof. Francis S. Philbrick
University of Pennsylvania
The Law School
Philadelphia, Pennsylvania

Dear Mr. Philbrick:

Thank you very much for your fine letter on the subject of Local Archives. Your argument is unshakeable, but like the President all I can say is "Gentlemen, we are confronted with a fact not a theory". Recently I have been visiting some of our County buildings on one pretext or another, chiefly that of preliminaries to making arrangements for photographing their records. Being a woman, I was not thrown bodily out of any court house, but I certainly was not received with any degree of cordiality. So far as Illinois is concerned, I have not given up hopes of getting some of the local records despite the undoubted feeling by County officials that State officials should not interfere. You know that nothing hurts worse than the truth, and the Historical Records Survey has made county officials sensitive to the fact that they have neglected their older records and they don't like to have me come around and see that they really have. While some records will be lost because of it, I feel at present that our best method of approach here in Illinois is to copy the earlier records first saying nothing about any Machiavellian plans for getting their originals away from them. I am hoping that after we have our copies we can make enlargements, index and bind them and present them to the counties with the suggestion that they certify to these copies and use them instead of the originals and deposit the originals in the State Archives Building. We are considering setting aside certain bays in the departmental vaults for counties which may wish to deposit originals here and to keep them as their own possessions until such time as they may feel like hanging them over to the State.

When I talk of copying Historical Records, I am using a loose term. What I really have in mind is to copy records, practical records, in a county up to a given date - probably 1850. The cost of copying all records would be prohibitive. Therefore, I must make

some selections. I probably will copy bound volumes first, because in the early days the original documents were generally filed and a full transcript made into volumes. In other cases, merely an abstract was filed. For instance, although they might have a certain autograph value, we would not copy marriage certificates found in County Court Houses, but would copy the register of marriage licenses.

One reason why I am stressing the insurance in Illinois is that a firm which is selling insurance on their records to county officials - the Records Registry Company of Indiana. They issue a regular insurance policy and in connection with that take micro film copies of the records insured. The way this is working out is that counties are insuring only a portion of their records, chiefly their land records, at present. Also, some of their more recent records having to do with taxation and current business. I feel that this education of county officials by commercial firms is going to do more towards waking up county officials to the value of what they have than almost anything I, as a State Official, could do. I am, therefore, stressing to the public along the line, "Suppose your Court House should burn tonight how would it affect you as an individual?"

I believe the work of the Historical Records Survey has aroused the interest of county officials in better care for their records, but I do not think the effect in Illinois has been to make them feel that they should delegate this responsibility to the State. As Dr. Evans said in one of his recent reports, after all the arguments in favor of taking local records away from the officials to which those records pertain is merely an argument by some one who wishes to get the records away from the people to whom they properly belong.

However, I am not going to take issue with you as to the vitalness of the State Archives taking the leadership in providing for better care for local records. You may be interested to know that at least one county in Illinois is seriously contemplating setting up an Archives department for its records. I am not at liberty to name the county, but it is one of the older counties, which has records of interest to Chicago.

The other members of our Committee on Archives feel that the emphasis of our committee should be, not upon technical problems of archivists, such as destruction

of records and preservation of local records from an administrative point of view, but that we should work from the point of view of the scholar, who will use the archives. Dr. Buck favors as our first step a compilation of a guide to Archival Establishments, somewhat similar to the guide issued by the League of Nations. In other words, a guide, which could tell the scholar exactly what he could expect to find in the various archival depositories: What is their organizations; the laws under which it functions: The types of guides, catalogs, etc. I do not think this interfere with anything which the Historical Records Survey has in contemplation. I think, therefore, it might be well for us to under take such a guide this year, and I would like to have the various members of the committee write me their suggestions as to the items which should be included in such a guide. May I have your reaction on this point?

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

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PROGRAM FOR PRESERVATION OF LOCAL ARCHIVES

For over forty years American historians and archivists have been writing and otherwise working on behalf of the preservation of local archives. The results to date have been negligible, and it is proper to take stock of the cause of our failure to achieve measurable results. For the purpose of this discussion surface reasons for that failure should be dismissed - the indifference and ignorance of public officials and the inability of local governments to finance adequate vaults for the storage of records. Money has been found for less worthy causes and officials learn quickly those things the voters demand. To be honest with each other, haven't we historians and archivists been poor propogandists?

Ninety-five percent of all that we have written on behalf of the preservation of local archives has stressed the value of records as historical source material. Our great federal inventory of local records we have named the "Historical Records Survey". To us as historians it is vitally important that historical source materials be preserved. How many people are touched by that interest? The American Historical Association has approximately 3000 members, mostly professional historians. The 600 historical societies may have about 100,000 members. Double or triple this number to account for other persons who are articulate in their interest in history. The total does not give a very impressive proportion of historically minded persons in a country of approximately 130 million persons. We must broaden the base of appeal if we are to preserve the local records for the historian of the future.

So far we have failed to stress the appeal of the self interest of every citizen in the protection of the records of his local government, and more especially in those county records in which historians are particularly interested.

Why are such records preserved at all? Fundamentally they are saved because the court says the deed to y@ur property is invalid until it is recorded; your marriage is invalid and your children illegitimate if that marriage is not licensed and recorded by the county clerk; your rights as a citizen may be imperilled if you cannot produce acceptable birth records; your estate may not be distributed among your heirs except on court orders duly authenticated by its records. Present day candidates for social security benefits who were born in Illinois cannot produce official birth records because the birth records of that state go back only to 1878. Beginning in 1943, however, old people will be demanding of county officials, "If you cannot produce those records, why can't you?" Let us hope that Americans, unlike present day Germans, will never have to search the archives for proof of the purity of their racial descent. Everyone, however, is liable to have to prove his citizenship for voting, for a passport, or, alas too often today, for proof of eligibility for a job.

Are archivists not missing an important source of support by a failure to capitalize on the value of local records to every American citizen? If we do follow through along this line we shall shift the emphasis from the preservation of noncurrent and historical records to the preservation of those records which touch

the present day lives of citizens, making the preservation of the historical records secondary in importance but not relenting in efforts to protect them too. We would attempt to arouse the people to support the efforts of county officials to get vaults adequate in quantity and quality. The state archivist should then come to be regarded by the county officials as an ally in getting what is needed, rather than as a state official interfering with local affairs which are none of the state's concern, or as someone trying to take away records really belonging to the county.

Will this shift of emphasis from historical to legal reasons for the preservation of local records hinder or promote the preservation of those records chiefly of historical value? The experience of the Connecticut State Examiner of Records would indicate that such a program would result in local officials requesting the state archivist to accept deposits of records which they cannot properly house themselves. Most state archivists have been loathe to admit the truth that the most valuable local records from an historical point of view are often records which really must remain in the counties. The land records in the county recorder's office are the most obvious example. Removal of the county commissioners' minute books and the relatively few other absolutely non-current records to the state archives does not protect the deed records, marriage records and other records so vital to the property interests of the community. It is those records, the bulk of which must remain in the county court houses, which are destroyed when the court house burns down.

Before leaving the subject of the historical records, it is appropriate to remember that what constitutes a non-current record or one of historical value only, is a matter of relativity. Frequently such a record is non-current only because it is "out of sight, out of mind". The archivist frequently finds that a series turned over to him with the remark, "Nobody ever uses those records - they ought to be destroyed", finds that series become quite active as soon as they are put into physical condition for easy consultation.

A program for local record preservation can be safely based upon the following premises:

1. Local archives are fundamentally a local problem demanding improvement of local housing facilities.
2. The concentration of historical records in the state archives leaves the bulk of the records, and those the most important records, in local repositories.
3. Proper housing and care for local records by local officials can be most speedily and effectively fostered if local citizens can be made to demand the same because of their self interest.

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COMMITTEE ON LEGAL HISTORY
(LITTLETON-GRISWOLD FUND)

CHARLES M. ANDREWS
CARROLL T. BOND

JOHN DICKINSON
[redacted]
FRANCIS S. PHILBRICK

EVARTS B. GREENE, CHAIRMAN
602 FAYERWEATHER HALL, COLUMBIA UNIVERSITY

RICHARD B. MORRIS, SECRETARY
2 HORATIO STREET, NEW YORK CITY

July 6, 1939

Miss Margaret C. Norton
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

This is a belated reply to your letter of June 12.

In the first place, I have noted with great interest the various reasons given by you in support of your attitude toward local records, and I admit their force, notwithstanding that I am unable to go so far as to say with Dr. Evans that the contrary arguments are made merely "by someone who wishes to get the records away from the people to whom they properly belong". That begs the whole question.

With regard to the end of your letter I have only three comments to make. First, I certainly feel that archivists should give primary attention to the point of view of the man who wishes to use the archives; all purely technical work is merely a means of making certain the preservation of the papers and their availability to him. Secondly, I therefore heartily endorse Dr. Fuck's suggestion that our first step might be a compilation of a guide to archival establishments. I do not know the guide issued by the League of Nations, but certainly the matters to which you specifically refer would be proper matters for inclusion in any guide, and good ones with which to begin. Thirdly, it would not matter at all, in my opinion, whether a plan for the proposed guide should "interfere with anything which the Historical Records Survey has in contemplation". That Survey is apparently about to end with nothing accomplished--thanks, in my opinion, to its mismanagement by Dr. Evans. If its materials go into the "National Archives", they will certainly be available for use by our Committee.

My earlier letter to you, of May 29, does not indicate that I sent to you a copy of my letter to Mr. Kellar. Inasmuch as my suggestion, made late in 1934, for the first work to be undertaken by a proposed national clearing house of information operated by the AHA was the preparation of a guide to private manuscripts, it is equally my opinion that the first ~~work~~ actually to be undertaken by our Committee in the field of archives should be, for similar reasons, such a guide as you propose. I enclose a carbon copy of my letter to Mr. Kellar, with a request

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that you return it after reading it.

I will try to secure a copy of the League of Nations Guide, and after examining it may be able to be more specific in suggestion. If not, at least I assume that you will submit definite suggestions to us for discussion.

With best regards,

Sincerely yours,

Francis S. Philbrick

Enc.

May 30, 1939.

Dr. Herbert Kellar,
McCormick Historical Association
679 Rush Street
Chicago, Illinois.

My Dear Dr. Kellar:

I must apologize for my very long delay, though it has been unavoidable, in replying to your circular letter of April 5 to members of the Committee on Historical Source Materials. At the same time I am replying very fully to a circular letter of April 27 sent by Miss Norton to the members of her subcommittee.

You requested our comments upon your Memorandum Concerning Suggested Functions and Activities of the Committee. It has pleased me to see that in your excellent enumeration of tasks to which the Committee should give earnest attention you have approved, by including them in your own list of desirable objectives, those suggested by Mr. Newsome and myself in our report of October 15, 1935 (Proceedings, 1935, pp. 175 seq.). I welcome the new emphasis given by you to all; they must be repeated until active work on them is started, and again repeated to keep the work going. I also welcome your additions. Mr. Binkley's point 6 is new and good. He has very rightly again insisted upon near-print and microphotography. We merely urged investigation of possibilities in that field--which, indeed, were even then very evident; I hope that your positive indorsement (point9) will advance the matter. Under several points (8,13,15) you urge education of the public; this carries on what the Historical Records Survey has done, and is excellent. Very admirable indeed is your proposal that our Committee should "advocate training in the reproduction and use of source materials"--by use I understand you to refer to archival treatment.

Aside from the fact that I do not understand the meaning of point 14 there is only one aspect of your program which does not wholly satisfy me. In point 16 you state as a duty of the Committee that of assembling "all possible data relating to the collection, preservation, availability and use of source materials for the Committee needs; this to be used as a basis for the eventual establishment of a permanent clearing house of historical information by the American Historical Association".

Of course I do not dissent fro the desirability of assembling the data or of establishing the clearing house;--though I am not sure that this need either originally be or need remain (if originally created as) a part of the AHS. Far from disapproving your suggestions, they give me hope that one of my own pet ideas may now be realized. In the preliminary exchange of ideas between Mr. Newsome and myself in our committee work of 1935 I early suggested the necessity of "a sirt if national clearing house which would facilitate the formation of specialized collections in differenr places as a result of exchanges of

materials, or at least of information"-- ideas supported by many points in your Memorandum (2,3,4,8,11). I emphasized the duties of this suggested "Office of Document Information, Exchange and Reproduction" as an integral part of a satisfactory organization of the AHA. I still think that is is such, and should immediately be created if funds can be secured for its maintenance. Of course many persons have had the same ideas; Mr. Buck, at least, later suggested to Mr. Newsome the possible desirability of "an organization on an informal basis to promote cooperation among archives depositories and the exchange of ideas".

My objection is only that too little emphasis has been placed upon the desirability--in my opinion the indispensable character--of such an office. An "informal basis" for it would be inadequate; it should be invested with stability, powers, and funds, and there should be nothing casual in its operation. As regards your own Memorandum, my objection is only that it does not sufficiently emphasis the desirability of an early establishment of such a center. But my dissatisfaction is even greater with the report rendered by Mr. Newsome and myself, in which no reference to the matter was included. I assumed that Mr. Newsome had good reasons for eliminating it from our report; perhaps because no funds for it were available. I saw that objection, and also the problem of a satisfactory location; for although Washington seemed to be obviously the ideal location, all the functions of our proposed "clearing house of information" were assigned in our report (as they are in your Memorandum) to the Committee, and therefore the clearing house would inevitably be the office of the Chairman.

I still adhere to the opinions expressed in the last memorandum submitted by me for Mr. Newsome's consideration (as point no. 1): "We should provide for some central clearing house information; which might also become a place for temporary deposit of manuscripts or copies, and an office for arranging their exchange (as repositories become more specialized). This office might...later...be a permanent office, preferably in the Manuscripts Division of the Library of Congress or in The National Archives Building". My suggestion regarding its temporary establish ment was that it should at first devote itself to preparing "A bibliography of printed inventories and descriptions of private collections and manuscripts, supplemented by information ofthe extent to which such collections are provided with adequate calendars, guides, or card catalogs". It was my idea that various Societies should join in an appeal to the Foundations for funds, and the materials prepared in the suggested office should be distributed to these Societies.

Now that the Historical Records Survey, having constantly enlarged its undertakings, is apparently about to die with nothing completed, we must hope that some agencies may be able to complete at least some of its tasks. And since other then historical associations may legitimately be expected to sponsor some of the orphans (such as particularly the bibliography of newspapers and the bibliography of American literature, it would seem that historical societies must consider the possibility of completing

inventories of and guides to public archives and private manuscript collections. If this is ever done, manifestly it must be done through a permanent office, with considerable funds and a considerable staff. The mere bulk of the papers that will be left as the corpse of the HRS will demand much room;-- and must they not all go to The National Archives?

In other words, such and office as we agree should exist will probably soon become infinitely more desirable than before, and its prompt establishment imperative.

I wish you all success in an active promotion of all the activities suggested by you for our Committee.

Sincerely Yours

Francis S. Philbrick

July 14,

1939.

Dr. Francis S. Philbrick,
Law School University of Penn.,
Philadelphia, Penn.

Dear Dr. Philbrick:

The Committee on Archives seem agreed upon the desirability of our issuing a guide to archives established in the United States. Our next question is as to what to be included in this guide, and I would appreciate your suggestions as to what our questionnaire should include. Among the items given by the League of Nations volume are the following:

1. The location of the various archival agencies and their legal organizations and powers.

2. What guides or other descriptive papers have been issued by these agencies.

3. Rules concerning conservation and destruction of archives, such as right of replevin; under what conditions may the records be destroyed; policy as to destruction of records; rules governing use of records; facilities for consultation; certified copies; withdrawal of archival documents; restrictions as to access etc.

4. Method of reproduction available and under what regulations.

5. Technical matters relating to the safeguarding of archives; buildings; protection against pests, fires etc; methods of repairing and restoration; legislation of standards, paper and typewriter ribbon etc.

It seems to me that while we can use the general outline of this League of Nations publication, there are a number of matters about which the American archivists are concerned which have been omitted. Certainly we should have for each Archive department a rather detailed statement as to its relation to county archives; whether it has legal right to accept the deposit of county records and under what conditions; and whether it has the power to enforce the regulations making for better housing for better archives.

There are a number of other items which will probably come to your mind and the very fact that your interest in archives represents that of public reference, means that you should be able to make some very valuable suggestions as to what, you as a user would want to know about an institution before you visited it to consult its archives. I tried to get our archival legislation amended at this last session. I wanted to get the old 1909 law repealed. This provides any incorporated historical society or the University of Illinois library may take county archives. I wanted to give the Archives Division of the State Library the sole authority to accept such records. It seems to me that the present law encourages the dispersion of archives in a most pernicious manner. The State Historical Library was willing to have this legislation changed but some of the other institutions opposed the idea and I was not permitted to introduce the bill. I did, however, get the Archives Division inserted into the old bill so that now for the first time we have the legal right to accep any records which may be offered to us. I had hoped to be able to send you with this copy a letter inviting deposit, which I am sending to all county officials. However, I have not yet received official approval to send this letter.

So far as our work with local authorities is concerned, I beg to differ as to what can be done. Many things which to an outsider looks perfectly practicable are politically unwise, and one cannot always do many things which one hopes to do. I am hoping that some counties are getting into the mood to make deposits with us and as soon as our photographer returns from Columbia University where he is taking a special course in Microphotography we are beginning our program of copying county records.

Thank you very much for letting me see the copy of your letter to Herbert Kellar. I am returning it to you.

Sincerely

ILLINOIS STATE LIBRARY
Archives Division

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Superintendent

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COMMITTEE ON LEGAL HISTORY
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CARROLL T. BOND

EVARTS B. GREENE, ~~CHAIRMAN~~
602 FAYERWEATHER HALL, COLUMBIA UNIVERSITY

RICHARD B. MORRIS, SECRETARY
2 HORATIO STREET, NEW YORK CITY

JOHN DICKINSON
~~FELIX FRANKFURTER~~
FRANCIS S. PHILBRICK
3400 Chestnut St.
Philadelphia, Pa.

July 25, 1939

Dear Miss Norton:

I am still hoping that I may later be able to say something, in reply to your letter of July 14, that might be worth while. At the present moment I can say no more than "Amen" to you on suggestions in that letter.

I expect to visit the Illinois State Library in the first half of August, and I trust that I shall have the pleasure of seeing you, although for your sake I hope that you may take a vacation this summer, and apparently you are not taking it before August.

Sincerely yours,

Francis S. Philbrick

Miss Margaret C. Norton
Archives Division, Illinois State Library
Springfield, Illinois

Committee on Archives

27 July 1939

Professor Francis Philbrick
340 Chestnut Street
Philadelphia, Pennsylvania

Dear Dr. Philbrick:

I am delighted that you are coming to Springfield next month. I hope that between the two of us we may be able to formulate our topics to be treated in the proposed guide to American Archives.

May I call your attention to the fact that the State Fair dates are August 12th to 20th, inclusive, and that you may have difficulty getting hotel reservations that particular week. Also, the State Library will be working only part time and as we have an exhibit at the State Fair, I might happen to be at the Fair the particular day you came here. I hope you can plan your visit for either the first or third week in the month, so we can have a good deal of time together. Naturally I am very anxious to show you our new building.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

23 August 1939

Professor Francis S. Philbrick
Law School
University of Pennsylvania
Philadelphia, Pennsylvania

Dear Dr. Philbrick:

In so far as the members of the American Historical Association's Sub-committee on Archives have expressed opinions, we seem agreed upon the following propositions as to the scope of our work.

1. We should not attempt to solve technical problems for archivists, that being the province of the Society of American Archivists.
2. We should not encroach in any way upon the announced program of the Historical Records Survey. We should be careful not to create the impression, in these crucial days for the Survey, that private institutions or organizations will carry on the work if that Survey is discontinued.
3. There seems to be a need for a survey of the various archival establishments of the U. S. similar in scope to the survey of European Archives issued in 1936 by the International Committee on Intellectual Cooperation of the League of Nations. Our survey should be intended primarily to enlighten scholars wishing to visit the various archival institutions as to scope and regulations.
4. This survey should not attempt to include such non-archival institutions as the Pennsylvania Historical Society and the Clements Library, which contain large bodies of archival documents. Instead, the survey of the archives for each state should include a statement as to what archives are not in the hands of the department of origin or given over to custody of the archives department: that is archival documents in private hands or non-archival institutions. The fact that this would exclude from the survey the many British archives in the Clements Library, for instance, does not concern us, since this is a survey of conditions respecting American documents.

Professor Philbrick was here yesterday, and we discussed these questions in considerable detail. I enclose a list of some of the points which we think might well be brought out in our survey. I realize that this is a rather detailed ques-

tionnaire to submit to the various archives for many states. We probably will get no reply whatsoever from the smaller institutions. Therefore, it seems desirable that the committee should obtain as much information as possible from legislation, rules and regulations, and reports of the various archival institutions. Your chairman is making a survey trip East this Fall in connection with the meeting of the Society of American Archivists at Annapolis. The archives of Indiana, Ohio, Maryland, Delaware, Connecticut, Rhode Island, Massachusetts, and New York will be probably visited upon this trip, and some material can be gathered first hand. Along with this archives questionnaire will probably be sent a sample reply relating to the Illinois Archives.

Will you please send in your reactions to this questionnaire and particularly your suggestions for improving it. You will notice that we omitted some of the things, chiefly relating to technical matters, included in the European survey and included other items not mentioned in that which are particularly applicable to American institutions.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

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EVARTS B. GREENE, CHAIRMAN
602 FAYERWEATHER HALL, COLUMBIA UNIVERSITY

RICHARD B. MORRIS, SECRETARY
2 HORATIO STREET, NEW YORK CITY

September 11, 1939

My dear Miss Norton:

I have only today, upon returning to my office, received your letter and enclosure of August 23. I will give attention to it tomorrow.

Tomorrow I shall also write a few words thanking Miss Rogers for her courtesy to me on the occasion of my visit in Springfield. Of course I am primarily indebted to you for that courtesy, and I very much appreciate it.

It is my intention to write at length very soon to the Committee on Legal History of the Illinois Bar Association, urging them to visit the Archive Building, and to use their influence to make that building play its proper part in the history of Illinois government and law. I shall send you a copy.

After I had said goodbye to you in Springfield I heard "a mouthful" about political conditions in the state as they affect even the state library. What was told me may have been exaggerated; I hope so. At any rate, I hope that you play the game successfully and hold the Division of Archives against political interference.

Always yours faithfully,

Francis S. Philbrick

Miss Margaret C. Norton
Division of Archives
Illinois State Library
Springfield, Illinois

24 October 1939

Prof. Francis L. Philbrick
University of Pennsylvania
Law School
Philadelphia, Pennsylvania

Dear Dr. Philbrick:

Miss Rogers and I have just returned from our trip East. We had so much territory to cover and so little time in which to do it that we were unable to visit any of our friends as we had planned to do when we left here. In fact, we circled Philadelphia to avoid traffic congestion. I hope that we can visit Philadelphia some other time.

The sub-committee on archives of the American Historical Association held a committee meeting at the meeting of the Society of American Archivists. Mr. Kellar, Mr. Davis and Dr. Buck were present. Later Dr. Evans and Mr. McLeash of the Library of Congress joined us. There is an agreement among the members of the committee that some sort of a survey on the archival situation in this country is the proper work for our committee. There was some question, however, as to the form which this survey should take. Some thought it should take the form of a handbook using the questionnaire, prepared by you and me. Others thought that it might be desirable to have philosophical articles from each state written by the one person in that state best qualified to describe archival situations in general. Somewhat analogous to Dr. Coleman's articles on the Indiana Archives, which appeared in one of the recent numbers of the American Archivist. Dr. Evans seemed to favor the combination of the two. He has done considerable work on the subject, but is not at all certain that he can issue a handbook. In fact, between you and me, I think he is trying to get a Library of Congress connection and withdraw from the survey. It was finally decided that I would write a rather detailed description of the Illinois Archives situation from the point of view of our question. That is a full description of the archives department and its connection and its relation to local archives as well as state. Dr. Davis of Louisiana will write a

rather detailed philosophical essay on the archival situation in Louisiana. We will have these two articles, each of which may run into thirty to forty mimeographed pages, sent for criticism to certain key people like Dr. Binkley, etc. It is quite probably that the results will be a combination of the two. We do not plan to list inventories of records in archival establishments, but to give descriptions of major types of material or complete collections. This will be limited to archival material in the strict governmental sense.

I am very sorry, indeed, that you could not have attended this committee meeting. The other members of the committee appreciated the assistance you gave in the preparation of the questionnaire. There were practically no important criticisms or additions except that Dr. Buck suggested that we include a notice to the library resources as another clue to the quality of the institution.

With best wishes, I am

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

AMERICAN · HISTORICAL · ASSOCIATION

ORGANIZED 1884 · INCORPORATED BY THE CONGRESS 1889

GENERAL OFFICES · 740 FIFTEENTH STREET · N · W · WASHINGTON · D · C

COMMITTEE ON LEGAL HISTORY
(LITTLETON-GRISWOLD FUND)

CARROLL T. BOND
JOHN DICKINSON

WALTON H. HAMILTON
LEONARD W. LABAREE
THOMAS I. PARKINSON

FRANCIS S. PHILBRICK, CHAIRMAN
LAW SCHOOL, UNIVERSITY OF PENNSYLVANIA

RICHARD B. MORRIS, SECRETARY
99 PAYSON AVENUE, NEW YORK CITY

October 30, 1939

Miss Margaret C. Norton
Illinois State Library
Springfield, Illinois

My dear Miss Norton:

I was sorry that you and Miss Rogers could not find time to stop in Philadelphia. I had spoken to some of the historians, and we had planned to treat you properly.

Thank you very much for the information given in your letter of October 24 regarding the meeting at Anapolis. I have not yet heard what happened to the report made by Mr. Newsome. No doubt you have read the same. I believe that its passage would be very desirable, and I see no reason whatever why the Commissioners on Uniform State Laws should not endorse it. Of course, I should expect that they would make some changes in it.

Sincerely yours,

Francis S. Philbrick

UNIVERSITY OF PENNSYLVANIA
PHILADELPHIA
THE LAW SCHOOL
Herbert F. Goodrich, *Dean*

10/31/'39

Dear Miss Norton:

I hope this is all right! It should have gone long ago, but really I am so busy that I simply can't do things as I wish.

Sincerely,

Francis S. Philbrick

Miss Margaret Norton,
Illinois State Library.

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LAW SCHOOL, UNIVERSITY OF PENNSYLVANIA

RICHARD B. MORRIS, SECRETARY
99 PAYSON AVENUE, NEW YORK CITY

November 7, 1939

My dear Miss Norton:

You will, I think, be interested in reading Mr. Megan's very brief and somewhat cryptic reply to my letter. I do not believe that he is indifferent; far from it--despite the non-committal character of his note. I am quite confident that you will see him and others.

Always with best regards,

Sincerely yours,

Francis S. Philbrick

Miss Margaret C. Norton
Illinois State Library
Springfield, Illinois

October 31, 1939

Mr. Charles P. Megan
1962 Conway Building
Chicago, Illinois

My dear Mr. Megan:

You will remember that I was about to start for Springfield when I had the pleasure of lunching with you in Chicago this past summer. I happened to reach Springfield on the same day as the Director of the National Archives of Chile, to whom the officers of the State Library, including Miss Norton, Superintendent of the Archives Division, were prepared to show every attention; and as I was lucky enough to be added to the group, I saw every detail of the new Archives Building, which is the latest to be built in the country, and presumably the most perfect in the details of its arrangement and facilities.

However, I was very much disappointed in the slight extent to which departments of the state government have made use of the abundant space provided for them in the building. I have now forgotten how many sections in the stacks have been set aside for their use, and they are almost empty. Each is isolated from all others, walls can be shifted to meet exigencies of space, and the department depositing its records has complete control of them as regards access to them. It is hardly necessary to say that papers of merely historical value are much safer in the Archives. Not being needed for present use, they are inevitably pushed aside, neglected, forgotten, and in the end probably lost or destroyed by custodians who are exclusively interested in current records. There can be no question that great quantities of historical records held by various departments of the state are not needed for the conduct of current business and should be in the Archives Building. Some years ago, when I wished to examine the decisions of the Supreme Court of Illinois Territory the record book could not be found until after very considerable search. For many years it had been in a subterranean vault under most undesirable conditions. In recent years, it has no doubt been safe.

I hope that you (and equally the other members of your Committee), the next time you are in Springfield, will call on Miss Norton and express your interest in the building--which you undoubtedly feel if you know anything about it. I am sure that she would be happy to show you about, and explain to you the various things that have already been done for the legal history of the state. And do inquire for the record above referred to, and see whether it can be produced. I do not believe that the battle for conservation of essential lego-governmental records can be won unless and until our state bar associations give support to our state archive departments. At present, it seems to me, lawyers are almost unconscious of the problem, whereas historians have for forty years

been intensely interested in it, and have in that period not only inventoried all of our state archives but even prepared state-wide inventories of county archives in several states, including Illinois.

It seems to me that if your Committee on Legal History could interest the bar of the state in what Miss Norton has already done, and in helping her to do what she has not yet accomplished it would be the greatest possible service that could be rendered to the cause for which the Committee exists. I hope that you will not consider it officious in me to make this suggestion. I hope, also, that it may not be so considered by Miss Norton, to whom I shall send a carbon copy of this letter.

With my best regards as always,

Sincerely yours,

FRANCIS S. PHILBRICK

13 November 1939

Professor Francis S. Philbrick
Law School
University of Pennsylvania
Philadelphia, Pennsylvania

Dear Dr. Philbrick:

Thank you very much for letting me see the letter from Mr. Megan; also, your letter to him. I feel quite strongly that archivists in the past have gone at the preservation of archives from the wrong angle. They have over stressed the value as historical documents, and under stressed the value as legal documents. In the seventeen years I have been here, I have seen a marked change in attitude towards the necessity for accurate documentation. This I think will become increasingly manifest. Archives after all were originally preserved primarily because of their legal value. I feel that we should do everything in our power to enlist the support of the members of the Bar as the persons most vitally interested in the preservation of archives. It is important to everyone that the records upon which he may wish to base his claim of citizenship, his parentage, his rights to old age pensions and his real estate - but to name a few items - should be preserved, so that when the need for them arises the records may be found in a usable condition. After all comparatively few people care very much for history, except perhaps from an antiquarian point of view. Everyone does or should care for archives as legal records.

I am hoping, therefore, that Mr. Megan will be able to do something to interest the members of the Illinois Bar Association in the work, not only of the Illinois Archives, but of all archival establishments.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

March 28, 1939

Dear Miss Norton:

It is my pleasant duty to inform you that you have been appointed by the Executive Committee of the American Historical Association a member of the Committee on Historical Source Materials of the American Historical Association.

The Association will be honored by your acceptance of this office, and I shall be grateful if you will notify the Executive Secretary (Conyers Read, 226 South 16th Street, Philadelphia, Pennsylvania) accordingly.

I have attached hereto a list of the members of the Committee on Historical Source Materials.

Yours sincerely

DEXTER PERKINS

Secretary of the American Historical Association

COMMITTEE ON HISTORICAL SOURCE MATERIALS

Chairman: Herbert A. Kellar, Director, McCormick Historical Association

Special Committee on Archives

Chairman: Margaret C. Norton, Superintendent, Archives Division, Illinois State Library, Springfield, Illinois

Francis S. Philbrick, Professor of Law, University of Pennsylvania, Philadelphia, Philadelphia, Pennsylvania

Luther H. Evans, National Director, Historical Records Survey, Washington, D. C.

Edwin A. Davis, Archivist, Louisiana State University, Baton Rouge, Louisiana

Solon J. Buck, Director of Publications, The National Archives, Washington, D. C.

Special Committee on Manuscripts

Chairman: Julian P. Boyd, Librarian, The Historical Society of Pennsylvania, Philadelphia, Pennsylvania

Theodore C. Blegen, Secretary and Superintendent, Minnesota Historical Society, St. Paul, Minnesota

Lester J. Cappon, Archivist, Library of the University of Virginia, Charlottesville, Virginia

John C. L. Andreassen, Regional Supervisor, Historical Records Survey, New Orleans, Louisiana

St. George L. Sioussat, Chief of the Division of Manuscripts, Library of Congress, Washington, D. C.

Special Committee on Newspapers

Chairman: Robert C. Binkley, Department of History, Western Reserve University, Cleveland, Ohio

Allan Nevins, Department of History, Columbia University, New York, New York

Culver H. Smith, Department of History, University of Chattanooga, Chattanooga, Tennessee

Edgar E. Robinson, Department of History, Stanford University, Palo Alto, Calif.

George Gallup, Director, American Institute of Public Opinion, New York, New York

Special Committee on Business Records

Chairman: Oliver M. Dickerson, Department of History, Colorado State Teachers College, Greeley, Colorado

William D. Overman, Curator of History, Ohio State Archaeological and Historical Society, Columbus, Ohio

Oliver W. Holmes, The National Archives, Washington, D. C.

Ralph M. Hower, Assistant Professor of Business History, Harvard University, Boston, Massachusetts

A Representative of Business (To be named later)

Special Committee on Library Holdings

Chairman: Douglas C. McMurtrie, National Director, American Imprints Survey, 950 Michigan Avenue, Evanston, Illinois

Gilbert H. Doane, Director of the University of Wisconsin Library, Madison, Wisconsin

A. F. Kuhlman, Director, Joint University Libraries, Vanderbilt University, Nashville, Tennessee

George A. Schwegmann, Jr., Director, Union Catalog, Library of Congress, Washington, D. C.

James A. Barnes, Department of History, Temple University, Philadelphia, Penna.

(Subjects of Interest: Imprints, Public Documents, Union Catalogs, Coordination of Acquisition Policies, Lending and Micro-Film Services)

Research Associate: Everett E. Edwards, Bureau of Agricultural Economics, United States Department of Agriculture, Washington, D. C.

Function: To Collect and Disseminate Information pertaining to the Work of the Committees.

1 April 1939

Dr. Conyers Read
Executive Secretary
American Historical Association
226 South 16th Street
Philadelphia, Pennsylvania

Dear Dr. Read:

I will be glad to serve as Chairman of the special committee of Archivists, a sub-committee of the Historical Source Committee, in accordance with Dr. Perkins' letter of March 28th. Thank you for the appointment.

You will be interested to hear that the Illinois State Library is offering Archival internships beginning next year in cooperation with the History department of the University of Chicago. These will be open to candidates for the Ph. D., who haven taken one-half year beyond the master level. The student will cover three fields in history, one in Political Science with emphasis on Public Administration, and two in Archives. The Archives work will be divided between us and the Graduate Library School, where Dr. Pierce Butler will give the work on the History of Archives and Manuscript Curatorship. We are looking forward to this cooperation with great pleasure, and, of course, I am gratified to have this unofficial close relationship with my own old History Department.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCM AR

1 April 1939

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Executive Secretary
American Historical Association
226 South 16th Street
Philadelphia, Pennsylvania

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Sincerely,

ILLINOIS STATE LIBRARY
Archive Division

Superintendent

MCN AR

AMERICAN LIBRARY ASSOCIATION, 1939

AMERICAN LIBRARY ASSOCIATION
EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO
SIXTY FIRST ANNUAL CONFERENCE, SAN FRANCISCO, CALIF. JUNE 18-24

April 24, 1939

Miss Margaret C. Norton
Superintendent
Archives Division
State Library
Springfield, Illinois

My dear Miss Norton:

No doubt you know something of the activities of the A.L.A. Committee on Library Terminology. You may possibly have read some of our annual reports. We feel very dubious about which archival terms should be included in our glossary and also doubtful of our ability to formulate a sound definition of them. I discussed this question briefly with Dr. Nelson M. Blake when I was in Washington recently. He stated that the two terminology committees of which he was a member had not progressed very far but that he would be glad to help us in any way that he could. I am, therefore, writing to him and to you to ask if you would be willing to check Public Documents, Edited by Jerome K. Wilcox with Archives and Libraries, Edited by A. F. Kuhlman; Papers presented at the 1937 Convention of the American Library Association for archival terms which in your judgment should be included in our glossary. Could you list the term and the page on which it is found? The editor of our glossary could formulate the definition. Later we should probably want to ask you to check again to insure our including the terms that should be included and giving correct definitions for them. I should appreciate it very much if you could do this for our committee.

Sincerely yours,

Susan Grey Akers

Susan Grey Akers, Chairman
Committee on Library Terminology

Box 766
Chapel Hill, N. C.

sga:h

9 May 1939

Miss Susan Grey Akers
Chairman, Committee on Library Terminology
American Library Association
Box 766
Chapel Hill, N. C.

Dear Miss Akers:

On a separate sheet I am sending you a list of technical terms used by archivists, which appeared in the 1937 Public Documents with Archives and Libraries. Relatively few really technical terms were used in these papers, which were intended more for technical discussions to publicize what the archives are talking and thinking about at present. These technical terms might fall under the following categories: Terms used for Archival agencies, such as; the term the State Archive or the Archives of State departments, Hall of Records, etc. Terms used to designate various forms of records, such as; rolls, maps, charts, militia rolls, election polls, books, legislative journals, ship logs, councils, etc. Terms used to designate the places in which records originated, such as; departments, bureaus, divisions, boards, commissions, etc. Terms used by the archives relating to the processes, such as; classification, cataloging, accession, reduction of archives filing, calendaring, inventory lists, indexes, guides, surveys, etc. Terms descriptive of the physical form of manuscripts, such as; near print, microphotographic copies, mimeograph, sound recordings, photographs, etc., and certain terms which need differentiation between archival and library terms, such as; manuscript curator, public documents, etc.

I do not know just how much overlapping there will be between the work of your committee and that of the Archives. I would say for many of the terms, except where they aren't self-explanatory, it would be necessary to rely upon the archives for definitions. For instance, there has been much confusion over the terms classification and cataloging, which mean one thing to an archivist, and something entirely different to a librarian.

If I can be of any assistance to you or your committee, I will be very glad to help in any way possible.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

MCM:AB

Superintendent

Technical Terms Used in A.L.A. Public Documents with Archives and Libraries

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AMERICAN LIBRARY ASSOCIATION
EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO

May 1, 1939

To A. L. A. Members:

If you are planning to attend the San Francisco Conference this letter is especially addressed to you.

Program — A revision of the tentative program will be found in the May Bulletin. This carries the fullest information which we were able to announce at the moment of going to press. The official program will be ready for distribution to delegates upon registration at San Francisco. Each recent issue of the Bulletin has carried information about various extra curricular activities announced for conference delegates.

Travel Information — For a large number of A.L.A. members San Francisco has a magnetic charm hard to resist. There is such a variety of enticing routes that practically every individual taste can be indulged either going or returning. A table of fares from 16 focal points in the United States and Canada was given in the April Bulletin. The March Bulletin carried suggestions for attractive post-conference vacations. Consult your local agent for further details and watch the library periodicals for information about special parties being organized.

Hotels — The January Bulletin noted a list of 36 San Francisco hotels, their rates and location in relation to the Conference Headquarters in the Auditorium in the Civic Center. If any additional assistance is needed, Miss Dorothy Hall, Public Library, Berkeley, is chairman of the Housing Committee.

Registration Card — A registration card is enclosed with this letter. We want to know if you are to be at the San Francisco meeting. Return it to us by May 15 if possible, or as promptly thereafter as you can. Information about attendance is needed as early as possible for several reasons. The advance attendance register is compiled from these returned cards and must be printed and ready for distribution on Sunday, June 18.

Trustees — Library board members are to have their headquarters at the Clift Hotel, where a special room has been set aside for trustees to meet informally during the week.

Junior Members

Local junior members have arranged for headquarters at the Empire Hotel, where they expect to have a sufficiently large number of reservations to provide special privileges during the week. Consult the May Bulletin for further details.

New Members and First Timers

If you have joined the A.L.A. during the past two years, or are attending your first A.L.A. conference, the Membership Committee is sponsoring a special dinner for you to be held Monday evening, June 19 at 6:15 on the Roof Garden of the Hotel Whitcomb. The President, President-elect, other members of the Executive Board and headquarters staff are invited also - to welcome you and help you to get acquainted.

Reservations, without money, may be made for this dinner with Miss Helen M. Dunne, Public Library, Civic Center, San Francisco through Saturday, June 17. Tickets may be secured for $1.45 (including tax and tip) at the central ticket desk in the Auditorium beginning Sunday afternoon, June 18. Make your reservation now, and secure your ticket promptly if you are to be a first nighter.

We hope you are among those California bound.

Sincerely yours

Cora M. Beatty

Cora M. Beatty, Chief
Dept. of Membership Organization
and Information

omb/whg
enclosure

W E S T W A R D H O ! T O C A L I F O R N I A

A two-week's all expense vacation tour to the
AMERICAN LIBRARY ASSOCIATION CONVENTION
San Francisco, Cal. June 18-24
INCLUDING THE INTERNATIONAL GOLDEN GATE EXPOSITION

Visiting -

BOULDER DAM - via bus from Las Vegas to the greatest engineering project of this age.

LOS ANGELES - Motor sightseeing tour, including Hollywood and the movie studios.

SAN FRANCISCO - Motor sightseeing tour of entire city, including Presidio, Seal Rocks, Golden Gate Park and Chinatown, and the GOLDEN GATE EXPOSITION on Treasure Island in Frisco Bay. NEARBY, but not included in sightseeing program is Yosemite, Muir Woods (Big Trees), Berkeley, San Jose, Palo Alto, etc.

RETURN ROUTES

#1
via Reno, Salt Lake City, Royal Gorge and Colorado

#2
via El Paso, Juarez, San Antonio, Houston and New Orleans

#3
via Portland, Seattle, Vancouver and the Canadian Rockies

#4
via Grand Canyon and Colorado

#5
via Pacific Northwest and the National Parks

Dear Librarian:

Arrangements are now being completed for the WESTWARD HO SPECIAL TRAIN to the American Library Association Convention at San Francisco June 18-24.

You and your friends are cordially invited to join this congenial vacation party and see the best of the West economically.

In the margin of this letter you will find the highlights of the tour, also various routes returning, which are available on the six months ticket we furnish.

For $140 we will provide the following -

Round trip intermediate railroad ticket Chicago to San Francisco
Lower berth in tourist sleeper, Chicago to Frisco
All dining car meals on the going trip
Sightseeing at Boulder Dam, Los Angeles and San Francisco as outlined
Meals and room with bath (2 to room) for six days at San Francisco.

You may return via any of the suggested routes, but dining car meals and pullman berth are not included returning from San Francisco. Your rail ticket, of course, will read back to Chicago over any route you select, but side-trips and exceptionally indirect routes are not included. For information, there is a $5 additional charge on tickets reading back via the Canadian Rockies.

Special train will depart from Central Station, Chicago, at 6:15 P.M. June 15.

Why not plan now to make this your vacation trip, and mail the enclosed card for California literature, or other literature descriptive of Hawaii, Alaska, the National Parks, or New Orleans.

Sincerely,

H. J. Biesterfeldt,
Traveling Passenger Agent,
ILLINOIS CENTRAL SYSTEM,
501 Central Station, Chicago

JOINT UNIVERSITY LIBRARIES
Kirkland Hall, Vanderbilt University
Nashville, Tennessee

OFFICE OF THE DIRECTOR

Vanderbilt University
George Peabody College for Teachers
Scarritt College for Christian Workers

January 5, 1939

Miss Margaret C. Norton
Superintendent of Archives
State Library
Springfield, Illinois

My dear Miss Norton:

I am anxious to have your suggestions for the sessions of the Committee on Archives and Libraries at the San Francisco meeting July 18-24. If you can be present I should like to have you present a succinct but comprehensive statement concerning the plan of organization and classification and methods of cataloging which you have designed in organizing the archives of Illinois. Also who in the United States is the best person to discuss the fundamental principles in the organization of public archives? Is it Mr. Hill from the National Archives?

I should also like to plan a helpful discussion on the subject of the essentials in the training of archivists and manuscript curators. Who do you think could handle this subject on the other side of the globe - San Francisco?

I would greatly appreciate it if you would send me a full statement of the problems relating to the archives of public and private institutions as well as historical manuscripts that we should discuss at the San Francisco meeting and also indicate the persons who know enough about these problems to make it worth while to put them on the program.

I want this to be a "bang up" program. It will be my swan song undoubtedly as far as archives are concerned. You see, I hope to graduate more quickly then I did from public documents.

Hoping that the new year will do as well by you as the past year did and hoping also that you can play a large role in the San Francisco meeting, I am

Cordially yours,

A. F. Kuhlman

A. F. Kuhlman
Director

K:F

January 11,
1939.

Dr. A.F. Kuhlman, Director,
Joint University Library,
Kirkland Hall,
Vanderbilt University,
Nashville, Tennessee.

Dear Dr. Kuhlman:

I shall have to give a little more thought before I can be very helpful about your program for the committee on Archives and Libraries at the San Francisco meeting.

I do not expect to attend this meeting myself as I feel that I could get more out of the Mississippi Valley Historical meeting and cannot attend both. You certainly do not ask for much in wanting the plans of organization and classification and methods of cataloging in Illinois. I am rather glad that I am not attending. As to your question about who in the United States is best to discuss the fundamental principles in the organization of public archives, I would say it would be Solon J. Buck. I understand that he is now key man at the National Archives and one whom Dr. Connors first turns for advice.

The people most interested in archival problems on the Pacific Coast are Col. Joseph M. Scammell, Field Supervisor Historical Records Survey, 524 Oakland Ave., Oakland, California and Prof. Charles Gates, of the History Department of the University of Washington at Seattle. Dr. Gates has just been elected to the Council of the Society of American Archivists. I do not know that he is particularly interested in the training of archivists, but he has done a lot toward archival propaganda on the Pacific Coast toward establishing archival department. It might be worth your while for you to ask him what topic he thinks would be from the Westerners' point of view.

There has been a little discussion of the possibility of offering something along the line of archival training at the University of California. I do not know who is back of this movement. Herbert E. Bolton of the University faculty was asked by the members if the Archivists committee on archival training, but I understand he failed to answer letters or to take any part. I should think he would be a logical man to talk upon the subject. Dr. Ralph H. Lutz of the Hoover War Library at the Leland Stanford; Dr. Fulmer Mood, History Department, University of California at Berkeley; Herbert I. Priestly, also of Berkeley;

Dr. John C. Parish of the University of California at Los Angeles are also members of the Society. Texas sent four persons to the Springfield meeting. Perhaps one of these would fit into your program. They were Winnie Allen, Archivist in the Library of the University of Texas at Austin; Virginia Leddy, Archivist Dallas Historical Society, Hall of State, Dallas, Texas; Miss Harriet Smither, Archivist, Texas State Library, Austin; and Mr. Ike Moore, State Director, Historical Records Survey, Smith-Young Tower, San Antonio, Texas.

Captain R.B. Haselden, Curator of Manuscripts, Henry E. Huntington Library and Art Gallery, San Marino, California should be by all odds be on your program. He had extensive archival experience in London and was bibliographer for Southby's for a number of years. He was on the program for the Springfield meeting but due to the pay cuts at Huntington Library was unable to come. As I remember he was to speak on Scientific Aids, and he wrote a book a couple years ago which was published by the Bibliographical Society at London, entitled, "Scientific Aids in the Study of Manuscripts." This dealt with such things as the use of Ultra Violet Rays, Flourescence Photography, repairing methods, etc. He is also an expert on cataloging of manuscripts, palaeography and almost anything on the scholarly side. Mr. L. Herman Smith also of the Huntington Library who wrote the article on "Manuscripts Repair in European Archives", which appeared in the first numbers of the American Archivist, would be another good person to get on the program. He has made extensive visits to foreign archives and would perhaps have something to add.

I am inclined to think that it might be worth while for the committee to devote several papers this year to the Historical Manuscript side of our work, especially when we shall be able to get two such men as Haselden and Smith. One paper which I should like to see, I do not know whom to suggest as the author, would be a paper, as to just where the differentiation comes between the technique used by the historical manuscript curator and the archivist and to what extent there is overlapping. There has been considerable confusion in the minds of archivists and librarians over the fact that we are using certain technical terms which mean one thing for the librarian and something different for the archivist. For instance, Dr. Bemis in his report on Archival Training objected to plans suggested here for teaching Classification, and told a horror story about the introduction of the decimal system of classification into the Mexican Archives. Archival classification and library classification are based upon radically different principles, but both professions use the same technical terms. Similar conditions exist in regard to cataloging; Archival cataloging and library cataloging are based upon different princi ples

but use many of the same bibliographical forms. There is also confusion between the terms cataloging and calendaring. I would like to see some one give a paper which would clarify some of these matters. There is no use in having these two sets of people running temperature over this matter, because each thinks the other is talking something different from what he is talking about.

For the present I do not think of anything further to suggest. Confidentially, Miss Rogers, Superintendent of the State Libraries and I met yesterday with a committee at the University of Chicago to conclude negotitations for cooperative work in training archivist. As you know the University of Illinois has been playing with the same idea for several years, but archivists seem to feel that if the University of Illinois gives the course there would be too much library dominance. Dr. Pease seems to be the only one over there who had much to offer. Prof. Gottschalk and Pierce Butler are making us a proposition which will probably be accepted by all concerned. Roughly, their plan is to permit P.H.D.candidates in history to offer 3 fields in history, one in political science and one in the Graduate Library School, Pierce Butler and I cooperate in this latter field. If this goes over Pierce Butler might be the one to give the paper on archival training. Naturally until this proposition has been ratified by both sides we are not discussing it publicly as yet, but as a former Chicago man, I know how interested you will be to hear about it.

If I can help in any way on the committee, please let me know and if I can suggest anything further for the program I will write you. I do hope you will reconsider your decision to resign as Chairman of the committee. It may be true that this committee can be abolished in a few years, but I believe there is still need for such a committee and certainly there is no other person so well qualified to hold it as you.

Sincerely

ILLINOIS STATE LIBRARY
Archives Division

MCM:ED

Superintendent

JOINT UNIVERSITY LIBRARIES
Kirkland Hall, Vanderbilt University
Nashville, Tennessee

OFFICE OF THE DIRECTOR

Vanderbilt University
George Peabody College for Teachers
Scarritt College for Christian Workers

April 15, 1939

Miss Margaret C. Norton, Superintendent
Division of Archives
State Library
Springfield, Illinois

My dear Miss Norton:

This is a greatly belated letter of appreciation for your helpful suggestions for the San Francisco meeting of the American Library Association.

That your suggestions have borne fruit is abundantly illustrated in the attached program which has been worked up. I think we are going to have a series of good meetings and I wish you could find a way of being present for them. You always lend so much enthusiasm that your mere presence would be of the greatest assistance.

If I have overlooked any points of importance for the San Francisco program of the Committee on Archives and Libraries, please do not hesitate to pass them on to me.

Very sincerely yours,

A. F. Kuhlman

A. F. Kuhlman
Director

K:C

enclosures

18 April 1939

Dr. A. F. Kuhlman
Director
Joint University Libraries
Vanderbilt University
Nashville, Tennessee

Dear Dr. Kuhlman:

Just a word to tell you that I think you have an exceptionally fine program for the A.L.A. meeting. Miss Rogers and I decided that since the state could not afford to pay all expenses to A.L.A. for all of us that it would be better for me to be the one to stay home this year, because A.L.A., in general, has very little of value to me in my work.

I am sending her a copy of your program, and she may decide that I ought to go any how. She will be present, and if your program does not conflict with that of the National Association of State Libraries of which she is now secretary, she will probably be a very much interested attendant at the Archives and Library Meetings.

I do not think now that I will be able to get to the Mississippi Valley Historical Association meeting either.

I am glad if any of my suggestions for people to put on the program proved helpful to you.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

JOINT UNIVERSITY LIBRARIES
Kirkland Hall, Vanderbilt University
Nashville, Tennessee

OFFICE OF THE DIRECTOR

Vanderbilt University
George Peabody College for Teachers
Scarritt College for Christian Workers

May 27, 1939

Miss Margaret C. Norton, Superintendent
Division of Archives
State Library
Springfield, Illinois

My dear Miss Norton:

In view of your interest in the more effective collection, organization and preservation of historical manuscripts and of public archives, I am sending you herewith a copy of the two-day joint sessions of the Committee on Archives and Libraries of the American Library Association with the Pacific Coast Members of the Society of American Archivists and the Historical Records Survey. These meetings will take place on Monday and Tuesday, June 19 and 20, in the Municipal Auditorium of San Francisco.

You will note that in these programs we have tried to do several things: first, we are trying to get our bearing in view of the tremendous activity that has been in progress recently in the archival and historical manuscript fields in order to find out where we are and what are the necessary steps in a program that looks toward the future; second, we want to learn something about the interesting manuscript collections in the Far West especially since we rarely have an opportunity to meet the librarians who are in charge of these collections; third, to open up the discussion as to the essentials in a code for cataloging historical manuscripts and public archives; and fourth, to find out what should be the place of microphotography in manuscript and archival work.

I should like to extend a most cordial invitation to you to attend as many or all of these sessions as possible and to participate in the discussion. Also if you have any suggestions with reference to special announcements that should be made in San Francisco or with reference to the program of the Committee on Archives and Libraries for next year, I will greatly appreciate it if you will forward such suggestions.

Hoping that I shall have the pleasure of seeing you in San Francisco, I am

Very sincerely yours,

A. F. Kuhlman

A. F. Kuhlman
Director

K:F

Enclosure

SAN FRANCISCO JOINT PROGRAM
COMMITTEE ON ARCHIVES AND LIBRARIES OF THE A.L.A.
THE PACIFIC COAST MEMBERS OF THE SOCIETY OF AMERICAN ARCHIVISTS AND
THE HISTORICAL RECORDS SURVEY.

Chairman, A. F. Kuhlman

MONDAY, JUNE 19, 2:30 P.M.

TOPIC: SOME OF THE NEXT STEPS IN ARCHIVAL AND HISTORICAL MANUSCRIPT WORK.

1. The Historical Records Survey - Progress Report.
   Lt. Col. J. M. Scammell, Field Supervisor of the Survey, San Francisco, California.

2. After the Historical Records Survey, What?
   Dr. Luther H. Evans, National Director, Historical Records Survey, Washington, D. C.

3. The Integration of Work with Archives and Historical Manuscripts.
   Mr. Dorsey W. Hyde, Jr., Director of Archival Service, The National Archives, Washington, D. C.

4. A Handbook for Community Historical Workers.
   Dr. Theodore C. Blegen, Superintendent, Minnesota Historical Society, St. Paul.

TUESDAY, JUNE 20, 10:00 A.M.

Presiding: Mr. Leslie N. Bliss, Librarian, Huntington Library, San Marino, California.

TOPIC: MANUSCRIPT COLLECTIONS.

1. In the Bancroft Library, University of California, Berkeley.
   Dr. Herbert I. Priestley, Librarian, Bancroft Library.

2. In the Hoover Library, Stanford University, Stanford University, California
   Dr. Ralph H. Lutz, Chairman, Hoover Library.

3. In the Huntington Library, San Marino, California
   Mr. R. B. Haselden, Curator of Manuscripts, Huntington Library.

4. In the Spanish Archives at Santa Fe, New Mexico.
   Dean George P. Hammond, University of New Mexico, Albuquerque.

LUNCHEON MEETING, TUESDAY, JUNE 20, 12:30 P.M.

Presiding: Frank A. Lundy, Head Cataloger, William Andrews Clark Memorial Library, University of California at Los Angeles.

TOPIC: SUGGESTIONS FOR A CODE FOR CATALOGING.

1. Archival Material.
   Mrs. Evangeline Thurber, Division of Cataloging, The National Archives, Washington, D. C.

2. Historical Manuscript Collections.
   Dr. Grace Lee Nute, Curator of Manuscripts, Minnesota Historical Society, St. Paul.

TUESDAY, JUNE 20, 2:30 P.M.

Presiding: Mr. Herbert A. Kellar, Librarian, McCormick Historical Association, Chicago, Illinois.

TOPIC: THE USE OF MICROPHOTOGRAPHY IN MANUSCRIPT AND ARCHIVAL WORK.

1. In the Bancroft Library.
   Dr. Herbert I. Priestley.

2. In the Huntington Library.
   Dr. L. Bendikson, Chief of Department of Photographic Reproductions.

3. In the Spanish Archives at Santa Fe.
   Dean George F. Hammond.

4. In the National Archives.
   Dr. Vernon D. Tate, Chief, Division of Photographic Archives and Research, National Archives.

JOINT UNIVERSITY LIBRARIES

Kirkland Hall, Vanderbilt University

Nashville, Tennessee

OFFICE OF THE DIRECTOR

October 11, 1939

Vanderbilt University
George Peabody College for Teachers
Scarritt College for Christian Workers

Miss Margaret C. Norton
National Archivists Convention
Carvel Hall
Annapolis, Maryland

Dear Miss Norton:

The attached proposal which I am sending to Dr. Newsome, president of the Society of American Archivists, relates to a matter of great importance to our Society. Please give it your careful consideration at your Annapolis meeting with the view of taking such action as seems wise. It seems to me that the opportunity which I have outlined in the letter presents such excellent possibilities that we ought to seize it and develop it to the maximum.

Thanking you for your assistance in the matter,

I am

Very sincerely yours,

A. F. Kuhlman

A. F. Kuhlman
Director

A:B

JOINT UNIVERSITY LIBRARIES
Kirkland Hall, Vanderbilt University
Nashville, Tennessee

OFFICE OF THE DIRECTOR

Vanderbilt University
George Peabody College for Teachers
Scarritt College for Christian Workers

October 11, 1939

Dr. A. R. Newsome, President
Society of American Archivists
University of North Carolina
Chapel Hill, North Carolina

My dear Dr. Newsome:

I am writing you as Chairman of the Committee on Archives and Libraries of the American Library Association to make the following proposal:

Next year the annual meeting of the American Library Association will be held in Cincinnati May 26th to June 1st. That would be an ideal location and time for planning a big rally of members of the following groups:

The Society of American Archivists
The American Library Association's Committees on:
Archives and Libraries
Photographic Reproduction of Library Materials
The Joint Committee on Materials for Research
The American Museum Association
The National Association of State Libraries
The Conference of Historical Societies
The Historical Records Survey
The Association of Research Libraries
American Documentation Institute

To these could be added the national groups that are interested in the preservation of materials in the fields of business, legal history, military history.

All of these groups are interested in certain common and in many closely related problems. Much progress has been made in coping with these problems in recent years. The time is now ripe for the leaders in these various groups to gather in a place convenient to a large number of their members to conduct a symposium on some of the outstanding problems and opportunities that confront us in our efforts to organize, preserve and make available for use in archives, historical manuscripts and other basic research materials.

Much good would come from a gathering in which the representatives of these various groups merely get acquainted and discussed the programs that they are interested in. But I am certain that a joint committee representing these groups could plan an exceedingly stimulating program that would have permanent value. This joint committee might consist of the presidents or chairmen of these several groups or someone designated by them for the purpose. It would be appropriate for Dr. Robert C.

Minkley, Chairman of the Joint Committee on Materials for Research, to head up this joint program committee.

I would suggest that we plan possibly a three-day meeting - that we meet two days in advance (May 24th and 25th) of the regular meeting of the A.I.A. and then continue a third day over-lapping with its meeting.

If you think well of this idea, will you please discuss it with the members of your group who are in a position of leadership and are able to reach a decision in this matter. Perhaps you could take action at your Annapolis meeting. I am, of course, entirely open-minded about plans and programs to be set up.

Thanking you for giving this matter your consideration,
I am

Cordially yours,

A. F. Kuhlmann
Director

KJB

cc: Dr. Philip C. Brooks, Secretary
Dr. Luther H. Evans
Miss Margaret C. Norton
Col. J. M. Scammell
Dr. Robert G. Minkley
Mr. Dorsey W. Hyde, Jr.
Dr. Herbert A. Keller
Mr. Thomas C. Martin

23 October 1939

Dr. A. F. Kuhlman
Joint University Library
Vanderbilt University
Nashville, Tennessee

Dear Dr. Kuhlman:

As you have doubtless already learned, the Council of the Society of American Archivists has decided that it would be impractical for us to join the group at Cincinnatti. The archivists having just cut the silver cord binding themselves to the American Historical Association are a little over sensitive about falling under the dominance of the librarians. I feel sure, however, that as individuals anyone whom you would want to cooperate with you as an individual would be willing to do so. Personally, I should be very glad to have such a joint meeting of persons interested in the problems you suggest.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

[illegible]

ASSOCIATION OF COLLEGE AND REFERENCE LIBRARIES
A SECTION OF THE AMERICAN LIBRARY ASSOCIATION

COMMITTEE ON PUBLICATIONS
KIRKLAND HALL VANDERBILT UNIVERSITY
NASHVILLE TENNESSEE

December 7, 1939

Miss Margaret C. Norton, Superintendent
Archives Division
State Library
Springfield, Illinois

My dear Miss Norton:

The Association of College and Reference Libraries is launching a new professional journal in cooperation with the American Library Association. The title of this journal will be College and research libraries. It will be devoted essentially to the professional interests of college, university and reference librarians.

The first issue of this new journal should appear before the midwinter meeting of the A.L.A. and it is hoped that the second issue may be off the press the latter part of January or early in February.

I am writing to inquire whether you will be willing to give a brief review of Archives and Libraries 1939. A. F. Kuhlman, ed. (To be published in December). It consists of the papers that were presented at the San Francisco meeting before the Committee on Archives and Libraries and kindred groups. This will not be a difficult undertaking. I should think that perhaps a statement of three hundred or four hundred words or less would be quite sufficient. If you are willing to assist us, I will see to it that a copy of same is forwarded to you.

I sincerely hope that you are well and that your work is moving along satisfactorily.

Cordially yours,

A F Kuhlman

A. F. Kuhlman
Chairman

K:B

9 December 1939

Dr. A. F. Kuhlman
Kirkland Hall
Vanderbilt University
Nashville, Tennessee

Dear Dr. Kuhlman:

I will be glad to do a brief review of Archives and Libraries, 1939. I have not yet seen a copy, and did not realize it had been issued. I would appreciate having a copy sent to me for this review. I regret exceedingly that I was unable to hear the paper given, because that also adds to the flavor which one can put into the review.

You say the first issue of the journal College and Research Libraries is to come out in December. I will write this review as soon as possible. Please tell me the date of the dead line, however.

I suspect that I shall want to become a subscriber to the new periodical, and will be interested in receiving literature on it. I shall probably attend the American Historical Association meeting in Washington, instead of the midwinter meeting of A.L.A.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

ASSOCIATION OF COLLEGE AND REFERENCE LIBRARIES
A SECTION OF THE AMERICAN LIBRARY ASSOCIATION

COMMITTEE ON PUBLICATIONS
JOINT UNIVERSITY LIBRARIES
NASHVILLE, TENNESSEE

December 11, 1939

Miss Margaret Norton, Superintendent
Archives Division
State Library
Springfield, Illinois

My dear Miss Norton:

Under separate cover I am sending you a copy of Archives and Libraries 1939 for review purposes. I am delighted that you can assist us in this matter.

Of course, I would expect that you would want to subscribe to the new journal College and research libraries. We hope it will contain a great deal of material that will be directly of help to you in your work. It can be subscribed to directly at the A.L.A. for $3.00 by individuals who are not members of the A.C.R.L., but a membership of A.L.A. members plus the journal is also $3.00. To persons who are already members of A.C.R.L. the additional cost is only $2.00 for the subscription. Subscriptions ought to be placed with the American Library Association.

Thanking you again for your help in reviewing Archives and libraries 1939, I am

Cordially yours,

A. F. Kuhlman

A. F. Kuhlman
Chairman

K:B

Archives and Libraries, edited by A.F.Kuhlman, chairman A.L.A. Committee on Archives and Libraries. Papers presented at the 1939 conference of the American Library Association representing the joint program of the Committee on Archives and Libraries of the A.L.A., the Pacific Coast members of the Society of American Archivists and the Historical Records Survey. (Chicago. American Library Association, 1939. $1.75)

The Proceedings of the A.L.A. Committee on Archives and Libraries, published in 1937 and 1938 with those of the Committee on Public Documents, are issued as a separate publication in 1939.

The first four papers report on the progress of the inventory and publications of the Historical Records Survey by Col. J.M. Scammell, regional director; the immediate and long range programs for the Survey by Dr. Luther H. Evans, national director; and proposals for ensuring the perpetuation of the results of the Survey. Mr. Dorsey W. Hyde, Jr., of the National Archives, makes two suggestions: first, a national program for the establishment of adequate archival agencies; and second, the immediate appointment of centralized "finding" bureaus to keep up to date card files on changes affecting the status of archives listed in the Survey inventories. Mr. Theodore C. Blegen, of the Minnesota Historical Society, describes the manual on the writing of local history, presumably largely by amateurs, which he is preparing for the Social Science Research Council.

The two papers on cataloging by Mrs. Evangeline Thurber of the National Archives and Miss Grace Lee Nute of the Minnesota Historical Society illustrate concretely the fundamental differences between the cataloging problems of the archivist and of the manuscript curator. A failure to recognize these differences is responsible for the chaotic condition of so many archival catalogs.

A description of three outstanding Western manuscript repositories by their respective curators is followed by an exposition of the application of microphotography in their respective institutions. The papers as presented at the Conference were accompanied by photographic exhibits. Dr. Herbert I. Priestley describes the Bancroft Library, Dr. George P. Hammond the Spanish archives in the University of New Mexico, and Capt. R.E. Haselden and Dr. L. Bendikson, the Huntington Library.

Dr. Vernon D. Tate of the National Archives summarizes the discussions on the application of microphotography to archival work. Dr. Hammond points out two of its limitations. His institution has been forced to the expense of making enlargements of its films because of damage from careless use in the projectors and complaints of eye strain involved in extensive use of reading machines. One other limitation not mentioned is that current records which involve comparisons between documents, as most current records do, cannot be used efficiently on films because of the time involved in threading films in and out of the reading machines.

Margaret C. Norton

Archives Division, Illinois State Library

AMERICAN LIBRARY ASSOCIATION
EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO

December 23,1938

Miss Margaret C. Norton
Superintendent, Archives Division
Illinois State Library
Springfield, Illinois

My dear Miss Norton:

Please let me apologize for the mix-up regarding the copies of "Microphotography..." which you kept from the exhibit we sent you. The difficulty seems to have been caused by the fact that all of the previous correspondence was not taken from file when we received your letter of November 14.

Invoice A130627 was intended to cover the two copies of "Microphotography for libraries" 1936 and 1937 which you kept, but through error was made out to the Archives Division instead of to you personally. Your remittance of $4.50 to cover these two books has been received and properly credited to you. Therefore, please disregard the copy of invoice A130627 which was sent to you a few days ago.

We are unable to find in file a recent order from the Archives Division for "Microphotography for libraries" 1936 and 1937. There was an order in April. The books were billed on invoice A121605 and that invoice was paid in May. If you have received copies of these books recently, for which you have no bill, please let us know.

We have entered your subscription for "Journal of documentary reproduction" to begin with volume 1 number 1. Numbers 1 and 2 which were origianlly sent to you for exhibit have been applied on your subscription and number 3 was mailed to you on December 9. In accordance with your instructions we shall send the Journal to your home address, 1105 South 2nd Street. Thank you for your remittance for the Journal.

I believe this letter will clear up the situation, and again let me say we are very sorry for all the trouble caused you.

Yours very truly,

Harold H. Laskey
Sales and Advertising Assistant

vs

January 4,
1939.

Mr. Harold Laskey,
Sales and Advertising Asst.,
American Library Association,
520 N. Michigan Ave.,
Chicago, Illinois.

Dear Mr. Laskey:

In accordance with your suggestion in your letter of September 23, I have destroyed the invoice A 130627 covering the two copies of Microphotography for Libraries 1936 and 1937. We have not received other copies recently. I checked with our bookkeeping department, which did not have a recent notation of a payment for the Archives Division copies. I think possibly we had not paid for those we already had. This clears the whole matter up I believe.

Sincerely

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

HCM:ED

AMERICAN LIBRARY ASSOCIATION
EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO

July 25, 1939

Mr. A. F. Kuhlman, Joint University Libraries, Nashville, Tenn., Chairman
Mr. Theodore C. Blegen, Minnesota Historical Society, St. Paul, Minnesota
Mr. Leslie E. Bliss, Henry E. Huntington Library and Art Gallery, San Marino, California
Mr. Arthur H. Cole, Baker Library, Harvard Business School, Boston
Mr. Luther H. Evans, 1734 New York Avenue, Washington, D. C.
Mr. Dorsey W. Hyde, Jr., National Archives, Washington, D. C.
Mr. Herbert A. Kellar, McCormick Historical Ass'n., Chicago, Illinois
Mr. Thomas P. Martin, Library of Congress, Washington, D. C.
Miss Margaret C. Norton, State Library, Springfield, Illinois

President Munn and the Executive Board invite you to continue to serve as the Committee on Archives and Libraries for the year ending August 31, 1940.

For your information we are enclosing a copy of the resolution in regard to committee appointments which has been approved by the Council.

We very much hope that you will be able to accept.

Sincerely yours

Carl H. Milam
Secretary

dm
enclosure

27 July 1939

Mr. Carl H. Milam
Secretary
American Library Association
420 North Michigan Avenue
Chicago, Illinois

Dear Mr. Milam:

I am pleased to accept the reappointment as member of the Committee on Archives and Libraries for the year ending August 31, 1940. Please extend my thanks to Mr. Munn and to the Executive Board for this appointment.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MCN AR

AMERICAN LIBRARY ASSOCIATION
EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO

July 1939

To All Committee Members of 1938-39,
and 1939-40:

For the membership as a whole, I wish to express the Association's indebtedness to those who have served upon committees this year, and to those who will give such service during 1939-40.

As a voluntary and democratic professional association, the A.L.A. must look to its members for committee work; certainly the response has been most heartening.

Many changes in committee assignments have been made this year. Some of them were required by the rule prohibiting more than five years of continuous service; some were made to secure better geographical distribution, while others were designed simply to bring newer members into committee activity.

All appointments to committees and boards become effective September 1. If you are being appointed or reappointed to committee or board membership you will receive formal notification; if you are not, I wish to thank you for your service and to say that I shall count on your continued interest and support as an active working member of your professional organization.

The officers and staff always welcome an opportunity to be of any possible assistance to the committees and boards.

Sincerely yours

Ralph Munn
President

JN 6932

Recommendations of Activities Committee
In Regard to Committee Appointments
Approved by the
A.L.A. Council, December 27, 1934

That no person should accept an appointment as chairman of a committee unless he has stenographic help available, unless he is willing to give some time and attention to the work of the committee, and unless he is willing to work with the members of the committee.

That no person should accept a position as a member of a committee unless he is prepared to assist in the work of the committee and to answer correspondence.

That a copy of the resolution stated above, together with a statement of the aims of the board or committee, be forwarded to each A.L.A. member when he is invited to serve thereon.

That the policy be approved by the Council that no chairman of a committee be reappointed for a second year if the committee shows no signs of activity.

JN 6045

HISTORICAL RECORDS SURVEY, 1939

24 May 1939.

Mr. Al Cohen
State Manuscript Editor
Historical Records Survey
Works Progress Administration
433 East Erie Street
Chicago, Illinois

Dear Mr. Cohen:

Mr. McNamara has just shown me your letter with relation to the publication of a calendar of the Governor's correspondence. As you doubtless know, the earlier volumes of the Governor's Letter Books, (that is his parallel outgoing correspondence) have already been published by the Illinois State Historical Library. This covers the period up to somewhere in the 1840's. Although the Governor's correspondence has many interesting individual items beyond 1850, the bulk of the later correspondence is routine in nature. I would, therefore, suggest that you limit publications to 1850.

With this calendar of Governor's correspondence it would be worthwhile to include a calendar of the Executive File. The Executive File comprises these papers which the Governor turned over to the Secretary of State for filing. These relate to all his official acts, such as; commissions, appointments, resignations, pardons, land records and in the earlier years up past 1832 they included much new material on Indian affairs particularly the depositions taken from settlers in the Black Hawk region just before the outbreak of that disturbance. This material for the period before 1850 is about one drawer full; that is something less than thirty of flat filing.

Another series, which belongs with the other two series is that of Fund Commissioners' papers for the period about 1837 to about 1845. These relate to raising funds for carring out the Internal Improvement Program. The three collections are so interwoven that I think their calendars should be printed together if possible. When Mr. McNamara finishes the Governor's correspondence up to 1850, I think I will put him on these other collections before going on with the later Governor's correspondence.

I understand that you are planning to have him make a transcript of the entire document to send to Chicago where the calendar will be made. This would slow up the work very materially, and I believe Mr. McNamara is perfectly capable of making the calendars here. These could be compared with the originals and criticized before publication, and I believe would save a great deal of time. I am naturally anxious to have the calendars go through as fast as possible, even if publication is delayed or even omitted.

Will you please outline to me, a little more fully, your methods in relation to this manuscript work?

Sincerely

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

MGN:AR

July 11,

1939

Mr. Al. Cohen,
Historical Records Survey, WPA.
433 East Erie Street,
Chicago, Illinois.

Dear Mr. Cohen:

Mr. Hington began work yesterday and I think he is going to prove very thorough. I turned over to him your letter asking further information on calendar entries sent you by Mr. McNamara. He compared these questions with Mr. McNamara's calendar entry. I realize that we are going to have to do the work somewhat differently than the way he did it. Where the calendar is being used alongside of the original we ona use a very condensed form, but where the calendar is to be published and is to supply considerable information we need more than a brief list of the topics copied. Just how full these entries are to be I am somewhat uncertain. I have directed Mr. Hington to copy the first 12 documents in full and to send them to you so that you can make sample entries for us. I noticed a number of inaccuracies in Mr. McNamaras work chiefly with relation to the writer of the letter or document and the recipient. I find that in other cases he took endorsement on the back of the document rather than the signature. I have not had time to check it but Mr. Hington thinks that there are no special instructions in the manual about noting endorsements. When I calendar I had over my pagination a note endorsement followed by a colon with copy words which have been written on the back generally on the original file work. For example A.D.S. 1 p. Endorsement: Genl. Stillman to Gov. Reynolds, June 4, 1832. This indicates any supplement information which may be on the document which may be considered as contemporaneous.

I also noticed that Mr. McNamara in mentioning of proper names of persons and places as he was instructed to do. I think all names should appear even though there are 100 or so on one petition.

In looking over the calendar of the 2 volumes which are bound, I think we should ignore these calendars and re-calendar in fuller detail. It is true that indexing shows all proper names, but I think this should be brought out in the body of the calendar.

I will not be able to give him my full time this week but next week I intend to bring Mr. Hington into my own office. I was about to do this with Mr. McNamara. I think it might be advisable for me to check all of Mr. Hington's work before he sends it to you in case there would be corrections or additions to make, perhaps I could catch them before the more gross inaccuracies.

Please give my best regards to Mr. Vanderwoestyn and tell him I am very sorry that I did not get back from Miss Rogers office in time to take him through the Archives Building as I promised to do, but the conference proved to be a staff meeting which Miss Rogers had failed to notify me of in advance, and I returned just before your conference with the workers. I hope both of you will be down before long.

Sincerely

ILLINOIS STATE LIBRARY
Archives Division

MCN:MD

Superintendent

WORKS PROGRESS ADMINISTRATION
SPONSORED
UNIT OF FEDERAL PROJECTS No. 1
HISTORICAL RECORDS SURVEY
433 EAST ERIE STREET
CHICAGO, ILLINOIS
PHONES: SUPERIOR 9637-5476

July 24, 1939

Miss Margaret Norton, Superintendent,
Archives Division,
Illinois State Library,
Springfield, Illinois

Dear Miss Norton:

I believe your suggestion to have Mr. Hington send us twelve documents in full a good one. After sample entries are made and sent to you, you can better see what information is most desirable in the entry. I believe that the uncertainty you express in your letter regarding calendar entries is due to our failure to adaquately explain what we mean by condensation. The aim is to get all the ideas of a document in the entry, but with as few words as possible. Thus if a document has five thoughts, the entry will include five thoughts but with each thought stated briefly as possible. In this way all relevant material will be mentioned in the entry and all irrelevant material will be excluded. Very often this is difficult, and much depends upon the good judgment of the worker. If this routine is followed omissions will be avoided. Just as it is wrong to include in an entry what is not found in the document, so it is wrong to omit any thought found therein. I think you will agree that the work will more nearly approach perfection if the above definition of condensation is followed.

In the matter of endorsements your example is good. If at any

time the endorsement is taken from the back of the document, that fact should be noted, and the person calendaring should also indicate whether that endorsement was contemporaneous with the letter, or was supplied by some other person at a later time.

Each entry should include all proper names and places. However, an exception should be made where a large number of names appear on a document. If one hundred names appear in the document under analysis, a number of like entries would make the calendar unwiedly. That should be avoided as much as possible. In such a case it would not hamper the researcher in his work, but should facilitate it, for, more often than not, he is interested more in the subject matter than in names appearing in a petition.

Your personal supervision of Mr. Hington's endeavors will be greatly appreciated, for I believe in this way the repeated practice of error will be kept to a minimum.

Anticipating your continued cooperation in our work, with kindest personal regards, I am

Very sincerely yours,

Royal S. Van de Woestyne
State Director
Historical Records Survey

By Al Cohen
State Manuscript Editor

AC:hv

LOUISIANA STATE UNIVERSITY
AND
AGRICULTURAL AND MECHANICAL COLLEGE
UNIVERSITY, LA.

THE UNIVERSITY LIBRARIES
DEPARTMENT OF ARCHIVES

July 5
1939

Miss Margaret C. Norton, Supt.
Archives Division, State Library
Springfield, Illinois

Dear Miss Norton:

One of the committees of The Society of American Archivists bears the title "Advisory to the Historical Records Survey." It is believed that this committee should include among its functions the service of acting as a clearing house of helpful criticism, both favorable and unfavorable, which archivists and historians might wish to make concerning the Survey.

As chairman of the committee, I am therefore writing to request that you send us a brief critical comment on the objectives and methods of operations of the Survey. The word "brief" is used because we have no wish to ask you to utilize too much of your time. However, lengthy comment would be more than welcome.

The committee has already had access to many letters of comment written to the Historical Records Survey.

Sincerely yours,

William R. Hogan

William R. Hogan
Assistant Archivist

WRH:ms

11 July 1939

Mr. William R. Hogan
Assistant Archivist
University Libraries
Louisiana State University
University, Louisiana

Dear Mr. Hogan:

As you doubtless know our relations with the Historical Records Survey in Illinois have been intimate and very happy. The down state editorial office is housed in the State Archives Building. I am not as familiar with the progress of the other state surveys as with that of Illinois, hence, my remarks may be taken as applying chiefly to Illinois. In Illinois practically all of the field work with relation to some inventories is completed and most of the editorial work also, I believe. The survey workers in the various counties are working now on private manuscript collections and are making transcripts of some of the things like County Commissioners' record books and also checking for items suggested by the editors. The State inventories are well along. The field work having been completed for all but about four of the departments. I do not think the editorial work has progressed very far on this beyond compiling the summaries of inventories for the use of the State Archives.

The most important thing at present, as I see it, is a proper follow up for these inventories. You will remember that from about 1905 to 1910 the American Historical Association summarized and published inventories of State archives in most of the states of the United States. That seemed to be about the end of affairs for some years. I think it would be tragic if the present interest aroused by the survey were to stop with the completion of the publishing of inventories. We are following up here with microphotographic copies of early county records. This photographic work, I had urged upon the Survey, and it has been done in some states. We have decided, however, to do it as a State Library Project with our own staff. The next item should be indexing of such records as have not been indexed and perhaps preparing transcripts of the more important items. In a number of the State offices the

Survey workers have been invited to make indexes and to do considerable sorting of records. So far as the various state offices are concerned, I think we can say that the Historical Records Survey is popular. Some of the county officials are indifferent and some were hostile to the work. This is probably due to the fact that the workers have been some what vague as to their duties and in some instances the proper preliminary contacts with county officials were left to workers who either because of ignorance or lack of tact failed to present the case properly. I think the chief blame for this situation rests chiefly upon the shoulders of the WPA officials who's regulations have not permitted close supervision by supervisors. Particularly because of the refusal to grant sufficient funds for travel. The fact that the workers here in Springfield who have had this close supervision have found the state officials so pleased with their work indicates to me that that is true.

The Historical Records Survey is, I think, the easiest of all WPA projects to justify because the keeping of records is a Government function and the federal government is merely giving aid to local officials in doing what they have insufficient funds for doing properly themselves. Certainly it is true in Illinois and I presume in other states that the counties having the most valuable records are the older counties which are more or less in the backwash of immigration. These counties are steadily loosing population and they have no funds for work with records.

I do not know that I can say anything further except that I agree with Robert Bingley in the statement he made at the December meeting of the American Historical Association. If the above is not what you want, or if you wish to have me write further to you on the subject, I will be very glad to do so. I am chairman of the American Historical Association's sub-committee on Archives, and I think you and I might well keep in close touch with one another. The American Historical Association committee feels that its duty is to popularize Archives with research persons. Therefore, we

11 July 1939

will be interested to know what suggestions come out of your committee for a follow up on these inventories, which the Survey is now completing.

Sincerely,

ILLINOIS STATE LIBRARY
Archives Division

Superintendent

HCM AR

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PUBLIC USE OF ARTS COMMITTEE

112 West 48th St. New York City LOngacre 5-8851

DORIS KRAVIS, Executive Secretary
RUTH GREEN HARRIS, National Organizations Chairman
CHRIS FINE, Public Relations Counsel
G. GRIFFIN DRISCOLL, Treasurer

Att: Miss M.C. Norton

June 23,1939

Dear Sir:

The Historical Records Survey Projects, which is a part of the national WPA Federal Arts Program, will be completely liquidated if the 1940 Relief Bill is passed in its present form.

We feel that you are concerned with work done by Historical Records. Organizations such as the Florida Historical Society, State Historical Society of Missouri, Ohio State Archaeological and Historical Society,the Historical Bureau of Indians, and well known historians such as Charles and Mary Beard, Allan Nevins of Columbia, Robert C. Binckley of Western Reserve, Vernon C. Porter of the Riverside Museum, have all expressed themselves for the continuation of the project.

The 1940 Relief Bill, now being debated by the Senate Appropriations Committee, eliminates the Historical Records Survey Projects by its failure to provide funds for its continuation after July 1,1939. Vast stores of valuable work on city and county records, American imprints,manuscripts, the messages and pap ers of Presidents, on churches will be abandoned if those concerned with this work do not immediately inform their Washington representatives of their wishes.

Wire your Senator and Congressman to vote for the Wagner-Pepper Ammendments to the 1940 Relief Bill which would guarantee the continuation of this important work. May we have copies of any telegrams you send?

Your immediate action is imperative.

Very sincerely,

Doris Kravis

DK:CF
uopwal6

PUBLIC USE OF ARTS COM.
Doris Kravis,Ex.Sec'y

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HRS - Def

26 September 1939

MEMORANDUM TO MISS ROGERS:

The enclosed telegram is received during Miss Norton's absence from the office. I am calling this to your attention, inasmuch as one of similar nature was sent to you a couple of months ago.

Please return this telegram to be placed in Miss Norton's files.

ILLINOIS STATE LIBRARY
Archives Division

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MISS MARGARET CROSS NORTON- 1939 SEP 26 AM 10 04
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THE FOLLOWING FRAME SHOULD HAVE BEEN FILMED AFTER FRAME 459.

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survey type. In which case, it would align itself with other similar courses we hope some day to see offered to undergraduates. In which case we might have

1. Public Archives: elementary principles in the classification of source materials.
2. Bibliographic method as an introduction to the technique of scholarship.
3. History of books and bookmaking.

Will you comment on these points and suggest others in the Archive field with whom I might keep in touch? There is no point on which I agree more completely than that we should keep in close touch with one another.

Sincerely yours,

C Ewalton

CEW:w